



Resumes will be accepted until
April 30, 2017.

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Job/Position Description

JOB/POSITION TITLE: Workshop Assistant

Date: March 20, 2017
Reports To: Workshop Director
Status: Part-time, professional hourly position. Monday – Friday, 10-20 hours per week.

SUMMARY:

The Ceramic Workshop Assistant is responsible for working with all aspects of the ceramic production process and workshop upkeep. This position will be approximately 20 hours per week, Monday through Friday. The schedule is flexible, but must be approved by the Workshop Director. The individual chosen for this position needs to be mature, responsible, self-motivated, and able to work under minimal supervision once trained. This individual will also need to be flexible and to undertake the job role with integrity, honesty, fairness, discretion, and confidentiality. Some ceramics experience is helpful, but not necessary.

JOB RESPONSIBILITIES:

- Glazing ceramics
- Loading/unloading kilns
- Preparing ceramics for Gift Shop
- Cleaning greenware
- Pouring ceramics
- Helping to have a safe environment in the workshop for Staff and Seedsters
- Cleaning and mopping the workshop as needed
- Other duties as set forth by the Workshop Director or Executive Director

POSITION QUALIFICATIONS:

- Ability to interact with Seedsters and other staff in a professional manner
- Ability to be flexible and self-motivated in accomplishing tasks
- Ability to move around easily and to lift some heavy material (up to 50lbs)
- Ability to follow directions and to complete tasks as directed
- Ceramics experience is a plus, but not required