Westchester Center for the Arts: Volunteer Job Description

CERAMIC DEPARTMENT

Volunteers for the Ceramic Department assist the studio manager in the studio and kiln room by performing a variety of tasks. Volunteers assist with the clay, glazes, and kilns as well as help the senior technician with special projects. The following is a sample of these tasks:

CLAY

- Restock bags of clay for sale.
- Recycle clay using the pug machine (clay mixing equipment).

GLAZES

- Restock glaze chemicals.
- Maintain the proper consistency of glazes for student use.
- Mix and screen dry glaze ingredients to create fresh batches of usable liquid glaze.

KILNS

- Resurface and coat kiln shelves.
- Unload finished student work from kilns.

STUDIO

- Clean studio equipment used by students.
- Return individual items to designated areas.

JEWELRY DEPARTMENT

Jewelry Department volunteers assist students during lab time and provide the senior technician with feedback with regard to supplies, students, and the upkeep of the studio.

- Volunteers provide assistance to students in the jewelry studio during designated lab times and help during class as needed.
- Responsible for the proper handling and care of tools and equipment during lab.
- Help to maintain the general order and tidiness of the studio.