Ceramics Teaching Assistant Description and Expectations

First review the Ox-Bow ceramics Studio Manual.

As a Teaching Assistant it is your job to assist in instructional demos. The TA must be fluent with the ceramic studio and instructors’ practices. The TA position is vital for the overall success of the class. You are responsible for working with instructors assisting them in all activities; demos, lectures, group discussions, etc. The TA is also responsible for working and communicating with the Studio Manager on studio equipment, tools, and the operations and the overall functionality of the studio. As the TA you need to be actively involved in the class; working directly with students who are in need help with equipment, technical support and being an overall positive presence in the classroom. You are responsible for students using tools and equipment in the studio properly and safely. The TA communicates and coordinates with ceramics Studio Manager the instructors’ needs for daily lesson plans. It is the TA and the instructors’ responsibilities to load and fire and unload kilns for their class as well as mix materials need for the class. TAs are asked to stay all of Saturday following the session to assist manger/tech with remaining clean up and any facility projects as needed for turnover or closing.

The instructors, Studio Manager and the TA all need to communicate and work together.

Kilns and Firings

* Kiln safety is paramount. You must practice, enforce and instruct students.
* Coordinate with Studio Manager regarding all firings.
* Able to fire electric computer controlled and analog kilns.
* Able to operate forced air burners, venture burners and various types of kilns.
* Vacuum and clean kilns after firings.
* Scrape kiln shelves and apply kiln wash as needed.
* Keep up on amount of work generated as need to be fired.
* Communicate repairs that are needed.
* Equipment manuals are stored in binders in the kiln room.
* We keep some replacement parts in the kiln room.

Glaze/slips/materials/etc.

* Silicosis is our enemy students must wear respiration protection during the applicable times.
* Mix glazes and slips and needs for class
* Communicate with tech of materials that need to be replenished; clay, plaster, fuel, consumables, and glaze materials.
* Dispose of waste properly.
* Review glaze and clay safety

Closing cleaning (Friday tentative schedule)

The TA’s job during clean up is to help delegate students to complete the tasks at hand

* Wet clean all surfaces in the studio, kiln room, glaze lab and patio
* Sweep and mop all floors.
* Empty Prewash buckets.
* Return tools and materials
* Replenish raw materials in glaze lab.
* Organize and clean all bats and ware boards.
* Organize and clean the materials stored in the shed and bathroom.
* Recycle all clay using the Solider clay mixer
* Empty and clean all sink traps.
* Wash all windows
* Remove trash to dumpster
* Clean and organize kiln shelves and furniture for wood gas and electric kilns.
* Kiln wash shelves as needed
* Organize glazes and glaze room