

## Who we are

- Bare Ware Pottery Studio is a local small business that provides the community with an art escape. We help our customers to create more than pottery—they create memories with us.
- Bare Ware Pottery Studio provides customers a fun, relaxing and clean environment in which they can create pottery and glass works of art. We also offer wet clay handprint impressions, birthday parties, dinner events, custom painting and much more.
- We are a tight group that must work as a team to assist customers. We strive to create a fun environment where families can play together.
- We will train you to assist customers, work with paints and glass, teach techniques, run efficient and fun birthday parties, glaze pottery and load glass and pottery kilns.
- Bare Ware Pottery Studio is a casual, family-friendly contemporary art studio. We work hard but have fun doing it. Bare Ware Pottery Studio is an equal opportunity employer.

## Job Description:

- This position entails greeting customers and teaching them about our wide variety of products and options. Employees are here to inspire, guide, teach and clean up after our customers.
- Position entails lots of cleaning including mopping, taking out the trash, cleaning bathrooms, tables, chairs, counters, windows and more. Maintaining a clean and inviting studio for our customers is a major priority of this job. Employees are also responsible for organizing and maintaining our masterpiece tracking system, inventory tracking, unpacking shipments and updating inventory tracking system and merchandising. Employees must be tedious and detail oriented to carefully complete the glazing, firing and finishing of customers' pieces. Employees will open and close the studio, ring up receipts, run credit cards, answer phones, track customer creations, assist with kids camps, birthday parties and drop-in painters.
- Employees work both together in teams and independently. Employees will take direction from the owner, manager or supervisor and will complete all assigned tasks in an orderly and timely fashion.

### Requirements or Qualifications

- Candidates must be at least 16 years of age and must be comfortable working alone, opening and closing the studio
- Must have basic computer skills
- Must be able to communicate clearly with customers, management and other employees in a friendly and upbeat manner. Candidates must have good writing and spelling skills.
- Candidates must be able to follow written instructions and complete tasks with little supervision.
- Must be bubbly, fun, friendly, patient, thorough, punctual, love working with kids. Candidates must love to clean and organize.
- Must be comfortable talking to strangers and large groups of adults and/or children.
- Must be capable of lifting a minimum of 40lbs. Employees must be capable of standing/walking for a 5 hour shift without difficulty.
- This position does not involve any pottery painting, custom work or other employee-created art work. There will be no time for homework, painting, reading or any tasks that are not related directly to the work at Bare Ware Pottery Studio during working hours and

scheduled shifts.

- Candidates must be excellent time-managers and multi-taskers. Employees are required to assist multiple customers while cleaning, answering phones and organizing fragile finished works of art.
- Must work well under pressure and in high stress situations. Employees are required to assist with customer issues and problems with a cool, calm and collected manner. Great problem-solving skills are necessary.
- Applicants must present a drug and alcohol-free, family-friendly appearance, attitude and reputation at all times.
- Must be able to learn thoroughly all products and options available at Bare Ware Pottery Studio and be able to assist customer with questions, purchases, reservations and other requests.
- Employees must have a flexible schedule and be willing and available to work evenings and weekends.
- Employees must have reliable transportation to and from work.
- Employees will at all times follow the rules, policies, contracts, manuals, owner and manager instructions, written and verbal instructions and will promptly request clarifications should questions arise.

## How To Apply

Please come by Bare Ware Pottery Studio to pick up an application or print it off online from our website [www.barewarepottery.com](http://www.barewarepottery.com). Only complete applications will be considered for interviews so please make sure you complete both pages. Please send/drop-off completed applications to:

**Bare Ware Pottery Studio**  
**3912 Woodruff Road**  
**Columbus, GA 31904.**

Email applications or incomplete applications will not be considered. Interviewing candidates will dress appropriately for the position they are applying for and must be prepared with all pre-interview requests completed.