



**City of Mason City**  
**Art & Ceramics Educator**

<b>Class Spec Code</b>	5532	<b>Established Date</b>	03/04/2026
<b>Last Revised Date</b>	03/04/2026	<b>Effective</b>	03/24/2026
<b>Salary Range</b>	\$20.87 - \$26.83 Hourly \$43,409.60 - \$55,806.40 Annually	<b>Bargaining Unit</b>	Non
<b>EEO</b>	EEO4- Paraprofessionals	<b>Occupational Group</b>	NON
<b>FLSA</b>	Non-Exempt	<b>Benefit Code</b>	FULL1
<b>Physical Class</b>	Drug Test		

**Summary**

This full-time hands-on position educates the public of all ages by teaching a variety of classes, conducting general Museum programming, and maintaining the Art Studio and Ceramics Studio for classes and members. Performs routine studio work in planning, organizing, and administering a variety of special community, educational, cultural or other special events programs. Acts as a backup staff member during periodic evenings and weekends while teaching classes or working in the studio.

**Essential Duties**

- Instructs classes in the Museum including, but not limited to: Adult Classes, Children’s classes, Ceramics classes, Artful Birthday Parties, Camps, Programs, Classes for area businesses, and Retreats.
- Represents the Museum during outreach activities and outreach classes at a variety of locations including local and regional businesses, care centers, and schools.
- Administers Kids Club and associated duties.
- In addition to acting as a ceramic studio manager, acts as an art studio manager in conjunction with other Programming staff. Responsible for determining materials, equipment, facility, instruction needs for each

programming event or class, ordering appropriate equipment and supplies for classes and studios, and coordinating with other staff members.

- Responsible for the loading, firing, and unloading the kiln on a regular schedule in the ceramics studio. Orders and mixes appropriate glazes, orders clay for student use, and orders equipment and parts for studio as needed. Reclaims clay as needed. Troubleshoot kiln and wheel repairs and contacts appropriate repair persons.
- Performs or assists subordinates in performing duties; adjusts errors and addresses complaints.
- Responds to public inquiries about special events made by telephone, correspondence, or online request.
- Develop and provide input for the creation of brochures, flyers, news releases, and other promotional materials for classes and other Museum programming related to educational opportunities. Maximizes community participation in programming events. Is responsible for stability or increase in programming revenue. Responsible for quality and quantity of classes offered.
- May serve as a backup docent for Museum-led tours during regular scheduled hours of work.
- Must be able to follow and understand safety rules and regulations.
- Attends work regularly at the designated time and place, including some evenings and weekends.
- Performs other duties as assigned.

### **Minimum Qualifications**

Education and Experience:

1. Graduation from high school or GED from an accredited institution of higher learning.
2. Experienced in ceramics and one or more additional fields of art mediums, such as painting, drawing, sculpture, or print making.
3. One (1) year experience working as an instructor, preferably in art.
4. Prior experience in ceramic studio operation and care.
5. Formal instruction in various mediums of art is desired. Associates degree or 60 hours of college level coursework from a recognized accredited institution in a related area is a plus.
6. Working knowledge with Microsoft Word, Excel, graphics, and desktop publishing.

### **SPECIAL REQUIREMENTS**

- Valid driver's license or ability to obtain within 30 days of assignment. Must maintain compliance with City's Administrative Policy on Operation of City Vehicles (AP 5.03). Must have transportation to attend off-site outreach locations.

### **Knowledge, Skills & Abilities**

1. Considerable knowledge of art practices and methods; instructional techniques, and knowledge of educational methods, working knowledge of computers.
2. Skill in operating the listed tools and equipment.
3. Ability to perform job responsibilities in an accurate and efficient manner.
4. Ability to develop and administer varied activities involved in educational and special events programs related to Museum programming.
5. Ability to establish and maintain effective working relationships with employees, supervisors, students, and the public; ability to communicate effectively verbally and in writing.
6. Ability to follow verbal and written instructions, prioritize and problem-solve, make decisions, work independently, and be self-directed in completing job duties.

### **General Position Information**

#### **TOOLS AND EQUIPMENT USED**

Standard office equipment and relevant software, art studio and gallery tools/equipment such as ceramics equipment, matt cutter, printmaking supplies, and circuit machine.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 60 pounds.

Specific vision abilities required by the job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually very quiet while in the office, and moderately loud when in the field.

**SELECTION GUIDELINES**

Formal application and resume, rating of education and experience; oral interview, background/reference check; post-offer drug testing; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Position Specifications**

**Department:** Charles H MacNider Museum

**Pay Grade:** F

**Union:** No

**Civil Service:** No

**Exempt:** No

Works under the general supervision of the Museum Director.