



Whimsadoodle, Inc.
Victoria Endsley
Programming Director
970-730-8147
Victoria@Whimsadoodle.org

Pottery Studio Lead (Independent Contractor)

Location: Bear & Bee Pottery Studio (Wonderful Things Building)

Company: Whimsadoodle Inc.

Contract Compensation: \$36,000-\$42,000 annually

Contract Type: Independent Contractor

Additional Opportunity: Housing available for qualified applicants

Timeline:

- 1 year contract
- Review and optional extension at completion of year
- Studio Opening: June 2026 | Position Start: May 2026

Position Overview

Whimsadoodle Inc. is seeking a skilled, reliable, and community-minded Pottery Studio Lead to oversee the daily operations of our pottery studio located in the Wonderful Things Building, opening June 2026. This role is ideal for a practicing ceramic artist who enjoys working with people, maintaining a well-run studio, and helping foster a welcoming, creative environment.

The Pottery Studio Lead will be responsible for the day-to-day functioning of the studio, supporting members and guests, teaching foundational ceramic techniques, and working closely with the Programming Director to execute workshops, special events, and guest artist programming.

Key Responsibilities

- Oversee daily operations of the pottery studio, ensuring a safe, organized, and inspiring environment
- Manage studio members, assist walk-in customers, and provide excellent customer service
- Teach basic pottery techniques, including:
 - Wheel throwing
 - Hand building
 - Glazing and surface decoration
- Assist with and support special workshops, events, and classes taught by guest artists
- Collaborate with the Programming Director to help execute scheduled programming and events



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Key Responsibilities Cont.

- Maintain studio cleanliness, including tools, equipment, and shared workspaces
- Track, manage, and restock clay, glazes, tools, and other studio inventory
- Operate and maintain POS system for class registrations, memberships, and retail transactions
- Monitor kiln schedules and basic studio workflows (training provided if needed)
- Serve as a welcoming ambassador for Whimsadoodle's creative mission and community values

Qualifications

- Experience working in a ceramics or pottery studio (wheel throwing and hand building required)
- Comfortable teaching beginner-level pottery techniques to individuals and small groups
- Strong organizational and time-management skills
- Friendly, patient, and community-oriented demeanor
- Ability to work independently and problem-solve in a studio setting
- POS system experience preferred (or willingness to learn)
- Passion for arts education and creative community building

Contract Details

- Independent contractor position
- Annual contract compensation: \$36,000-\$42,000
- Housing available for qualified applicants
- No employee benefits included
- Flexible scheduling with regular weekly studio hours

Why Join Whimsadoodle

Whimsadoodle Inc. is dedicated to building vibrant, accessible creative spaces that support artists, makers, and the broader community. The Pottery Studio Lead plays a vital role in shaping the daily experience of this studio—helping it become a welcoming hub for creativity, learning, and connection in Estes Park.