

GULDAGERGAARD Studio Manager

Guldagergaard offers a position as studio manager from November 1st 2023

Guldagergaard is an international ceramic research center with “artist in-residence” as its focus as well as talent development and dissemination of ceramics.

Our goal is to provide the best facilities and knowledge about the clay, its production methods, and techniques.

We have now put the pandemic behind us and we are expanding our ceramic goals and we seek a Studio Manager for being part of the team at our small institute.

The studio manager at Guldagergaard will refer to the director Mette Blum Marcher and work closely with her.

We are looking for motivated, skilled applicants with an interest to work in an international environment with many different skills both administrative and technical who has an ability to work independently.

The Guldagergaard studio manager is responsible for the daily running of the Guldagergaard studio where “artist-in-residence” for Danish and international is the focus of the center. We seek an outgoing person who can manage to use their skills to oversee many different jobs at the same time. You are used to working with people from different cultures and have had management roles before.

The Studio Manager monitors the studio's operations and manages the staff, which includes international assistants and interns, in accordance with the different projects they are working on. The Studio Manager ensures that the studio maintains maximum productivity and efficiency as we are a very small institute with limited resources. The Studio Manager also processes client accounts, maintains studio resources and facilities, and creates marketing campaigns to promote the business. The studio manager must have excellent communication and leadership skills.

For further questions please contact

Mette Blum Marcher, e-mail: mette@ceramic.dk cell phone +4530119493

CEO/Director Guldagergaard

Application deadline: September 21st 2023

Please include:

- A current and relevant CV
- Contact information (e-mail) for 2 references.
- Application must be sent to: ceramic@ceramic.dk

Guldagergaard wishes to reflect the diversity of society and encourages all qualified candidates to apply regardless of personal background, nationality, or gender.

JOB Description for the Studio Manager:

- Being part of an internationally team and being part of the management team
- Organizing and managing coordination of resident artists, interns, volunteers, instructors etc.
- Managing and maintaining the ceramic studio equipment and facilities, including kilns; preparing for different ceramic projects including projects involving the local community
- Managing the day-to-day operations of a large ceramic studio with many artists and projects
- Leading and instigating new projects and research into sustainable firings and sustainable methods in ceramics
- Managing office accounting including billing artists and supervising assistants and interns
- Providing leadership and direction whilst motivating and interacting with artists and staff to achieve continuous improvement.
- Should have experience with pc, mac, and android systems.
- Budgeting money, budgeting for investments and improvements of studio
- Schedule studio facilities
- Ordering clay and other supplies throughout the year
- Leading the production of the Guldagergaard tableware line
- Supervising and registering of the Guldagergaard studio collection
- Working with cameras, photoshop
- Contributing to social media including Instagram, Facebook, and MailChimp newsletters.
- Producing articles for ceramic magazines about Guldagergaard
- Enhancing public relations by maintaining exceptional studio appearance and cleanliness.
- Contributing to the overall cleanliness and routine maintenance of studio and equipment.
- Maintaining office services by organizing office operations and procedures, preparing payroll, billings etc