



Position: MANAGER, CERAMICS SUMMER CAMPS

Reports to: DIRECTOR, CERAMICS

Location: Telluride, CO

AH HAA SCHOOL FOR THE ARTS

Founded by Daniel Tucker in 1991, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts' mission is to create community and joy through the arts for Telluride, the surrounding communities and visitors alike. Ah Haa is also home to the prestigious American Academy of Bookbinding (AAB).

What We Are Looking For

The Manager, Ceramics Summer Camps will be a dynamic and creative team member responsible for the development, planning, implementation, and evaluation of all Visual Arts programming for youth & teens (K-12) as well as supporting Visual Arts programming for adults. This position will also be responsible for designing and teaching classes in addition to managing and maintaining all aspects of the Possibilities Room, and other required facilities. This is a leadership position that will help develop and sustain partnerships and strategies to increase and sustain awareness and participation for discovery, exploration, and enhanced skills in a variety of creative media for youth and teens of all abilities.

This is a part-time, seasonal position ranging from 8-20 hours per week. The summer camp season runs from June 8th, 2026 – August 14th, 2026. Mandatory Orientation takes place on Thursday, June 4th. This position requires a Colorado background check.

CORE RESPONSIBILITIES

Program Management (40%)

- Provide strategic oversight and management of all aspects of the Ah Haa Ceramics Summer Camp programs for youth & teens.
- Develop, plan, implement, and evaluate summer camp curriculum for youth and teens that reflect best practices in the fields of arts and education.
- Collaborate with the Ceramics Program Director and other Program Directors to create and implement consistent best practices that enhance and develop the experience for instructors, students, and volunteers.
- Manage all aspects of finished summer camp projects sorting and shipping.
- Collaborate with Visual Arts Program Manager to oversee summer camps, including Friday Art Shows, Classroom Breaks, and subbing into a teaching or assisting position, if necessary.
- Communicate policies and protocols to students and/or parents/guardians; maintain appropriate waivers and authorizations; communication same to Ah Haa Front Desk & Registration Assistant.
- Trace and monitor absences; communicate to parent/guardian, Ah Haa staff, or other authority as directed.
- Report health, well-being and safety concerns, record Incident Reports as necessary.
- Meet on a regular basis with staff to coordinate programming plans and evaluate success of camps.
- Assist Front Desk staff with Monday check-ins of camp, communicate any important information to the Ceramics Art Instructor(s) and Assistant(s).

Studio Management (40%)

- Prepare ceramics materials and tools for lessons.
- Properly clean studio after classes; wipe surfaces, mop floors, clean sinks, wrap and store unused clay.
- Return materials and tools to proper place in the studio.
- Monitor supply levels and communicate materials needs to Ceramics Program Director.
- Maintain studio and its equipment with a priority for the health, safety and well-being for staff, students, instructors, and volunteers.
- Routinely clean tools and materials used for camps including towels and aprons.
- Recycle clay and assist Ceramics Program Director with kiln loading and unloading.

Classroom Management (10%)

- Responsible for the overall maintenance of the Ceramics Studio when used for youth & teen summer camp programming, with a priority for the health, safety and well-being for staff, students, instructors and volunteers.
- Be willing and able to unexpectedly sub into a classroom as an Art Instructor or Classroom Assistant, when necessary.
- Assist Art Instructors with set up and tear down classroom for classes; assign cleaning tasks to Program Assistants and/or volunteers.

Other Duties (10%)

- Provide sufficient notice to supervisor if unable to work a scheduled shift.
- Identify partnerships and that extend, and supplement Youth and Teen Ceramics Program's reach at a local, regional, and national level.
- Assist with school-wide fundraisers and events, including the HAHA
- Other duties as assigned that support the mission and success of the organization.

REQUIRED SKILLS, ABILITIES AND EXPERIENCE

- 2-5 years' experience teaching basic, intermediate and/or advanced art classes
- 2-5 years' progressive experience programming or teaching arts programs
- Ability to take initiative and effectively adapt to change
- Strong analytical and problem-solving skills
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices
- Works well in a collaborative team environment
- Excellent verbal and written communication skills
- Demonstrated commitment to diversity and inclusion practices
- Ability to analyze complex information and communicate recommendations
- Communicate and demonstrate a standard of excellence and proactive problem-solving that sets an example for others
- Represents the organization in a positive light that encourages participation and engagement with the public, participants, donors, and friends of the organization

PREFERRED SKILLS, ABILITIES AND EXPERIENCE

- Ceramics-specific skills including kiln firing, clay recycling, and studio management
- Previous experience with a non-profit and/or arts organization.

PAY RANGE: \$25.00 - \$33.65/hr. depending on experience

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

APPLICATION:

Interested candidates, please email cover letter and resume to info@ahhaa.org. No phone calls please.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an “at-will” employer.

AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

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Ah Haa School for the Arts

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