

WE'RE HIRING!

ROLE: MEMBERSHIP COORDINATOR

Are you a ceramics enthusiast with a passion for engaging with fellow makers online? Are you known for your keen attention to detail and love for building communities? If so, we have an exciting opportunity for you at Naomi Clement Industries!

ABOUT US:

At Naomi Clement Industries, we're dedicated to helping ceramic artists discover their artistic voice and pursue successful creative careers. We believe that sharing our voices and creativity makes the world a more beautiful and less lonely place. Our online pottery school offers workshops and courses to inspire and empower makers from around the globe.

WWW.NAOMICLEMENT.COM



ABOUT THE MAKERS' SPARK POTTERY MEMBERSHIP:

In May 2022, we launched the Makers' Spark Pottery Membership, a thriving monthly community of over 150 passionate potters. This community is focused on the how and the why of making good pots, and has almost doubled in size in just one year. We have exciting plans for its future and are seeking a Membership Coordinator to join the team and assist with managing this vibrant community.

As the Membership Coordinator, you will play a crucial role in ensuring member engagement and contributing to the overall operations of the membership community. While you don't need to be an expert, a general working knowledge of ceramic processes is essential. Above all, we're seeking someone who is enthusiastic about building community and learning alongside others. Whether you're a ceramics novice or a seasoned potter, if you've caught the clay bug, love cheering others on, and thrive on discovering new things—we want to hear from you!



RESPONSIBILITIES

Membership Engagement & Community Building:

- Comfortably connect with community members and foster meaningful relationships online,
- Create and manage monthly challenges for the membership community aligned with workshop topics.
- Share your excitement for ceramics and pottery within the membership community.

Membership Marketing & E-communication:

- Demonstrate confident and competent English written and oral communication skills when connecting with the membership community, both during live virtual workshops and in the Facebook community.
- Generate promotional images for membership challenges and upcoming events using Canva.
- Collaborate with Naomi to write and edit engaging blog posts on ceramic-related topics.
- Collaborate with Naomi to write weekly membership emails, outlining upcoming events and opportunities.

Assist with the overall operations and planning of the membership:

- Contribute to building and developing systems to enhance member experiences.
- Utilize your attention to detail to ensure smooth operations within the membership community.
- Comfortably utilize various online platforms like Facebook groups, Canva, Thinkific, Google Drive, and Zoom, to manage membership activities, challenges, and events.
- Attend and/or lead monthly Q&A sessions via Zoom to address member questions and concerns.
- Process workshop videos by compressing and uploading files to our platform.
- Work with Naomi to plan and map out the membership workshop and events calendar.

RESPONSIBILITIES CONTINUED

General Knowledge of Ceramic Processes:

- Possess a working knowledge of ceramic processes, such that you can answer basic member questions in the Facebook community, with the knowledge that “I don’t know, but let me look into that” is a totally acceptable answer at times.
- Attend monthly membership workshops and courses, and share your learnings and studio experiments with the community.
- No formal education is required, but enthusiasm and familiarity with ceramics are essential. You certainly don’t need to be an expert but you do need to know the difference between a bisque firing and a glaze firing.

ADDITIONAL REQUIREMENTS

- You must be comfortable engaging directly with others about pottery making, and be eager to grow your own skills and share your knowledge with others.
- Must have taken a pottery class or workshop within the last year.
- The ideal candidate will be comfortable communicating via online platforms and technology.
- You must be able to work remotely, and have your own computer and reliable internet connection.
- You are able to work a flexible schedule, with some evenings, and the occasional weekend. The bulk of your hours will be flex time, meaning you can work at 1am or 1pm, but there will be 3-4hrs a month that will be fixed based on membership workshops etc.
- You are a growth-minded thinker with good attention to detail and are looking for opportunities to grow within a rapidly expanding business.