



**Job Title: Pottery Studio**  
**Manager/coordinator/artisan**

**Division/ Department: Pottery**

**Position Type: Full- Time**

**Work Location: Hyderabad**

### About T Works:

T Works is a Government of Telangana initiative to create and celebrate a culture of hobbyists, makers and innovators in India who explore and experiment without a fear of failure. The prototyping facility being set up in Hyderabad will be equipped with tools to make prototyping faster, cheaper and simpler.

To know more about T Works visit - <https://tworks.telangana.gov.in/s/overview>

### About the role:

Manage the studio and share knowledge to the community of makers and hobbyists. Teach the art and technique of ceramic making.

### Qualification:

<p><b>Education Preference / Qualification &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>● 1-3 years of experience in ceramic making.</li> <li>● Understanding and experience in working with different types of clay (terracotta, stoneware, porcelain)</li> <li>● Previously worked at a pottery studio.</li> <li>● Expertise level required- Intermediate</li> <li>● Previously worked with machines like electric pottery wheels, electric Kiln, Pugmill etc.</li> <li>● Must know how to operate a Kiln.</li> <li>● Must have artistic/craft skills. Preferably from artisan background.</li> </ul>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Set up and manage the pottery studio.</li> <li>● Develop training programs and workshop.</li> <li>● Run training programs and workshop.</li> <li>● Maintenance of the equipment and tools.</li> <li>● Understand the studio requirements and execute them.</li> <li>● Work collaboratively with colleagues on a variety of design projects providing ideas, support, and expertise when needed.</li> <li>● Provide clear and consistent communication around projects.</li> <li>● Manage and supervise the people who come in to make.</li> <li>● Identify training needs and available avenues for training, informing department head accordingly.</li> <li>● Identify other capabilities that can be implemented for further enhancement of the studio.</li> <li>● Identify the safety requirements for the studio and execute them.</li> </ul>

<b>Physical &amp; Mental Skills</b>	<ul style="list-style-type: none"> <li>● <b>Analytical skills:</b> Ability to follow verbal or written instructions, Thinking analytically, Ability to multi- task.</li> <li>● <b>Communication:</b> Using effective verbal communication, using effective written communication, Handling stress, Ability to prioritize tasks and strong problem-solving skills.</li> </ul>
<b>Good to have</b>	<ul style="list-style-type: none"> <li>● Leadership skills.</li> <li>● Superior listening and troubleshooting skills.</li> <li>● Ability to handle multiple priorities simultaneously, deliver on tight deadlines.</li> <li>● Ability to take initiative and work independently with little supervision.</li> <li>● Ability to handle sensitive information and maintain a high level of confidentiality.</li> <li>● Use project requirements as potential training opportunities for staff appropriately.</li> </ul>
<b>Coordination, compliance, manpower</b>	<ul style="list-style-type: none"> <li>● Expedite urgent jobs in a way that it does not obstruct the orderly flow of everyday work.</li> <li>● Estimate resources requirements and acquire freelance assistance as needed.</li> <li>● Select outside or contract vendors and approve and coordinate projects.</li> </ul>

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Apply at: <https://tworks.telangana.gov.in/careers>