

Request for Expression of Interest Pottery Technician

Background

Panorama Recreation offers a wide variety of recreational and general interest programs at several locations throughout the municipalities of North Saanich, Central Saanich, and the Town of Sidney.

Panorama operates a community pottery studio at Greenglade Community Centre (2151 Lannon Way, Sidney BC). The pottery studio is a fully functioning studio including everything needed for potters to see projects from start to finish. Services include pottery classes for children and adults, clay purchase, pottery and clay storage, glazing, firing, reservable drop-in times or block bookings.

Purpose

The purpose of this request for expression of interest is to solicit proposals for a pottery technician responsible for firing and operating the kiln, mixing, and maintaining glazes, and ensuring the pottery studio is prepared for the enjoyment and satisfaction of all patrons.

Scope of Services

The successful vendor will demonstrate knowledge in the technical aspects of maintaining a functional and safe pottery studio and possess strong communication skills and pottery knowledge.

Responsibilities of the vendor include:

- Loading, unloading, and firing kiln as required.
- Prepares and maintains glazes and all associated material.
- Maintains clay recycling routine.
- Orders and organizes studio supplies.
- Ensures supplies and equipment are in order and performs safety inspections as required.
- Monitors the general maintenance and organization of the studio. Experience repairing and maintaining kilns is an asset.
- Flexibility to coordinate working hours in partnership with the Community Recreation Coordinator ensuring the demand for pottery tech services is met.
- Conducts studio orientations for new members as required.

Exact quantity of work (weekly hours) is variable depending on production levels in the pottery studio and classes but can be estimated at 8-10 hours weekly.

Submission Requirements

Name or business:

Previous education and/or experience applicable to the responsibilities outlined in this request for expression of interest:

References (3):

Proposed fee for service (such as hourly or weekly rate):

Evaluation

The vendors submission should be organized and provide sufficient information to provide evaluation based on the scope of services required. Those who meet the criteria will be contacted for an in-person interview at an agreed upon day and time.

Submission Address

Greenglade Community Centre
2151 Lannon Way, Sidney BC V8L 3z1
Attention: Kim Say
OR
Via email: ksay@panoramarec.bc.ca

Closing Date

Open until filled, review of applications will begin March 17th.