



JOB OPENING

JOB TITLE	Arts Studios Area Manager
OPENING DATE	April 23, 2026
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services / Cultural Arts
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Regular / Part-Time
START DATE & WORK SCHEDULE	5/1/2026 Approximately 25 hours per week with potential daytime, evening and weekend hours.
PAY RATE	\$23.00 per hour
PREVIOUS WORK EXPERIENCE	<ul style="list-style-type: none"> • Knowledge and experience in supervision and management of staff including but not limited to onboarding, scheduling, training/coaching, conflict resolution, etc. • Outstanding relationship building and employee coaching/development skills. • Ability to use/create Standard Operating Procedures for areas such as staff management, administrative protocols, user access and safety. • History of managing complex and dynamic staff and space schedules • Experience using, maintaining, and repairing ceramics studio equipment required. • Experience processing ceramic work from start to finish. • Experience instructing a plus. <p>Experience working in a studio environment, maintaining inventory and working with the public preferred.</p>
EDUCATION	High School Diploma required. Some college classes preferred.
SPECIAL SKILLS & TRAINING	Must be detail-oriented, able to multi-task, and possess outstanding customer service skills, including excellent written and oral communication. Excellent time and project management skills required with a commitment to open and direct feedback from supervisors and employees. Proficiency in Microsoft Office programs required, experience with Microsoft 365 preferred. Must have ceramics studio experience particular to the mixing of glazes, firing of work, and kiln
BASIC RESPONSIBILITIES	The Hawk Art Studios in Farmington Hills, part of Michigan's largest municipal cultural arts division, seeks an enthusiastic Art Studios Area Manager to lead daily operations and foster a collaborative atmosphere. The ideal candidate will have ceramics experience, including equipment maintenance and kiln operations, and strong customer service skills. Responsibilities include staff onboarding and training, performance assessments, inventory management, assisting with class instruction, and meeting safety standards. This active role requires lifting to 50 lbs. and a commitment to continuous improvement in our vibrant creative community. Join us and help shape the artistic future at Hawk Art Studios!
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.

