

**POTTERY STUDIO MANAGER  
(Time-Based)**

**APPENDIX A**

O\*NET CODE 51-9195.05

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

**WORK PROCESSES**

**Approximate Hours**

**A. Tools and Equipment**

**100**

1. Demonstrate proper use, care and nomenclature of the following:
  - a. Carving spatulas
  - b. Carving tools
  - c. Clay cutters
  - d. Clay mixers
  - e. Cleanup tools
  - f. Fettling knives
  - g. Hake brushes
  - h. Hole cutters
  - i. Mild trimming knives
  - j. Pottery molds
  - k. Pug mills
  - l. Slab rollers
  - m. Slip trail applicators
  - n. Texturing brushes
  - o. Tongs: dipping, raku

**B. Clay and Other Materials**

**150**

1. Identify consistency of clay body for various constructions: wheel, slab, mold.
2. Understand the chemical composition of clay bodies and significance of each in the composition of clay bodies.
3. Troubleshoot defects in clay bodies.

4. Reclaim scrap clay for additional use; operate pug mills to blend and extrude clay.
5. Correctly mix plaster for mold processes.
6. Identify carbon based combustible materials and their expected surface results in raku firing.

**C. Throwing Techniques** **200**

1. Handle for mugs, bowls, and plates.
2. Position balls of clay in centers of potters' wheels and start motors to revolve wheels.
3. Press thumbs into centers of revolving clay to form hollows and press on the inside and outside of emerging clay cylinders with hands and fingers, gradually raising and shaping clay to desired forms and sizes.
4. Raise and shape clay into wares such as vases and pitchers, on revolving wheels, using hands, fingers, and thumbs.
5. Move pieces from wheels for drying.
6. Pull wires through bases of articles and wheels to separate finished pieces.
7. Examine finished ware for defects and measure dimensions, using rule and thickness gauge.

**D. Greenware** **150**

1. Identify and use proper tools for trimming greenware.
2. Trim excess clay from green ware.
3. Add foot to greenware.

**E. Kiln Operation** **200**

1. Understand spacing of objects in the kiln.
2. Understand stacking requirements for successful firing of objects.
3. Recognize pyrometric cone system and use appropriately for successful firing.

**F. Glazing** **200**

1. Understand the chemical composition of glazes and the significance of each in the composition of glazes.
2. Mix ingredients to create specific finishes.
3. Perform test fires of pottery to determine how to achieve specific colors and textures.

**G. Instruction** **300**

1. Basic hand building techniques.
2. Slab construction.
3. Coil construction.
4. Extruder forms.
5. Wheel forms: cylinder, bowl, plate.
6. Glaze formation.
7. Glaze application.

**H. Other Skills** **700**

1. Design of ceramic products.
2. Maintain proper maintenance and repair of electric and gas kilns.
3. Monitor stockroom inventory storage of clay and glaze materials.
4. Retail sales.

**Approximate Total Hours** **2,000**

*Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>*

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## APPENDIX B

### RELATED INSTRUCTION

#### **Safety and Health**

1. OSHA 10 for General Industry
2. First Aid, CPR. Automated External Defibrillator (AED)
3. Sexual Harassment Prevention Training – MUST comply with Section 201-g of the Labor Law

#### **Trade Theory and Science**

1. Pottery as an art form
2. Pottery production process
3. Equipment History and Development
4. Glaze Development
  - a. Chemical properties proper
  - b. Firing temperatures
  - c. Glaze effects
  - d. Troubleshoot glaze defects
5. Construction Techniques
6. Inventory

#### **Additional Topics as Necessary**

192 hours of Related Instruction are required for each Apprentice for each year.

Appendix B topics are approved by New York State Education Department.