

Breakthrough 2026 Job Description

Common Clay - Studio Assistant - Bexhill-on-Sea

Employer name	Common Clay CIC		
Employer Website	www.commonclay.co.uk		
Employer main contact	Carla Wright		
Employer email	commonclaybexhill@gmail.com		
Start Date	28 th September 2026	Hours Per Week	25
Working week	<i>10.00 to 17:00 4 days a week with 45 minutes for lunch (unpaid).</i>	Hourly Wage	£12.71

Job Title	Studio Assistant
Company Overview	
<p>Who we are:</p> <p>Common Clay is a community ceramics studio in Bexhill-on-Sea, offering a shared, inclusive space for people to explore clay. We run artist memberships, classes, residencies, exhibitions, and an extensive outreach programme that supports diverse participants, including people with complex needs, young people excluded from school, people from low socio-economic backgrounds and refugees. At the heart of our work is the belief that creativity should be accessible to all.</p>	

Job Description

An overall description of the role

This placement offers an opportunity to gain hands-on experience within a contemporary ceramics studio and creative business. Working closely with the studio technicians, the Breakthrough candidate will support the day-to-day running of the studio while developing practical skills in ceramic production, studio management, retail, marketing, and creative practice. The role is designed to provide insight into the operation of a professional artist-led studio and will include dedicated time for the candidate to develop their own creative projects.

This role will include assisting with:

- Studio maintenance and organisation.
- Recycling and processing clay for reuse
- Cleaning, maintaining, and preparing tools and equipment.
- Assisting with ceramic production, including preparation, making, glazing, packing, and other studio tasks as required.
- Preparing work for exhibitions, events, and deliveries.
- Managing stock and maintaining an organised studio and shop environment.
- Assisting with community classes e.g after school club etc
- Assisting with the day-to-day running of the studio shop and welcoming visitors.
- Creating content for social media platforms, including photography, video, and written posts.
- Supporting marketing and communications activities.
- Research and administrative tasks related to studio projects.
- Developing and working on their own creative projects with support and mentoring from the studio team.

Location and working pattern

The role will be based at Common Clay studio in Bexhill. The placement will be structured as 4 days per week in the studio Tuesday, Wednesday, Thursday & Saturday.

Skills and development

Candidates should be working towards:

- Good organisational skills and attention to detail
- Good communication skills.
- An interest in ceramics, craft, visual arts, or the creative industries.
- A willingness to learn new skills and take initiative.
- The ability to work independently and as part of a team.
- Basic IT skills, including email, Microsoft Office, or Google Workspace.
- An interest in social media and digital content creation

Desirable but not essential:

- An interest in ceramics and studio practice.
- Experience using social media platforms.
- Photography, video, or design skills.
- Experience in customer service, retail, or hospitality.
- A developing creative practice and enthusiasm for making work.
- Enjoys working with working people of all ages and from different backgrounds and abilities

Personal Qualities

- We're looking for someone who is enthusiastic, reliable, and keen to learn. The successful candidate will be able to work independently as well as collaboratively within a small team, bringing a positive and proactive approach to their work. They should be organised, punctual, and adaptable, with a calm and thoughtful attitude.
- In the studio we welcome people of all backgrounds, experiences, and abilities, and we are looking for a candidate who is open-minded, respectful, and committed to contributing to an inclusive and supportive working environment.
- We particularly welcome applications from individuals from low socio-economic backgrounds and others who may face barriers to accessing opportunities in the arts and creative industries.

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.

Interview Date(s):

31st August or 1st September