



**American Art Clay Company**

**Quality Manager Position**

**Responsible to: Manager-Technical Services**

**Responsible for: Vendor and Process Quality Improvement**

**Location: 6060 Guion Rd. Indianapolis, IN 46254**

**Classification: Exempt**

In 1919, Ted O. Philpott, a pharmacist who trained at Purdue University, founded the American Art Clay Company (AMACO) in Indianapolis, Indiana. The first product formulated by Mr. Philpott was an oil-based, non-hardening modeling clay called "Permoplast."

The creation of non-hardening clay was innovative and transformative. To support the interests of art educators, Mr. Philpott published a forty-page instructional booklet, the first of its kind, and sparked the use of clay as a material for art instruction in American schools.

AMACO is known for many "firsts," including the first commercially manufactured ceramic and non-ceramic clays, lead-free glazes, electric kilns and potter's wheels. AMACO is a founding member of the Arts and Creative Materials Institute, establishing safety standards for children's art materials in 1936. Today we continue to manufacture ceramic art supplies with the highest standards of quality and safety.

On the eve of our 100th anniversary, AMACO is a third-generation family-owned and operated company with a strong belief that art and creating art fosters well-being for the individual while enriching society as a whole. Making art facilitates tactile learning, encourages self-expression, develops craft skills and cultivates creativity.

The AMACO offices and adjoining factory occupy fourteen acres in northwest Indianapolis. We promote a culture of continuous improvement and change; and a working environment that embraces innovation at all levels, from the factory floor to the executive offices. Everyone is empowered to improve their role, their collaborative processes, and participate in our common goals of safety, quality, customer care, teamwork, respect, and learning and development.

### **Position Summary**

This position oversees the quality processes and vendor quality improvements. This position will make suggestions to assure that internal procedures and vendor processes meet the standards that AMACO requires.

## **Primary Responsibilities**

### **Internal:**

The successful candidate will ensure that the formulated and mechanical divisions have robust documented quality procedures.

1. Work with manufacturing using AQP tools to improve customer satisfaction.
2. Help to update and document work instructions
3. Ensure that Critical to Quality (CTQ) practices have proper decision trees to provide quality at the source.
4. Utilizing a cross functional structure, conduct regular audits of quality procedures.
5. Lead quality improvement events as needed.
6. Ensure that customer quality concerns are resolved and proper corrective actions are taken.
7. Help to develop CTQ specifications for parts and formulated products.
8. Aid in the documentation and development of quality inspection plans, as needed.
9. Help to document process changes and update control plans/work instructions as needed.
10. Help to balance quality, safety, productivity and cost
11. Continue with personal quality training to ensure that the quality systems are up-to-date.
12. Develop Test Methods and ensure test equipment meets MSA requirements.
13. Create, develop and maintain a Quality System that is ISO compliant.
14. Other duties as assigned.

### **External:**

Demonstrate measured improvements of vendor quality, by reducing instances of rejected lots.

1. Conduct regular vendor quality audits
2. Confirm that vendors meet with minimal quality standards to ensure uninterrupted supply of parts and materials.
3. Help to ensure that incoming material documentation encompasses minimum CTQ standards.
4. Assist in development of incoming part inspection plans and accept/reject criteria.
5. Develop and Monitor supplier quality levels.
6. Recommend and approve new suppliers.

## **Knowledge and Skill Requirements**

- Experience in Change Control and Document Control procedures.
- Excellent written and oral communication skills.
- Ability to evaluate data and clearly communicate results
- Cross functional teamwork demonstrated.
- Strong organization and planning skills
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Proficiency in SPQC highly desired
- Lean/Six-Sigma green belt, or more advanced is desired

### **Education and Experience**

- Bachelor's Degree in Quality Assurance, or a related field with 2-4 years of experience
- Experience in union facilities
- Experience in dotted line supervision, or direct supervision

### **Working Conditions**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud.

Working conditions and hours are typical for an office/plant environment. Work may require occasional travel and/or off hours as necessary. This position may require sitting and working on a computer for extended periods of time.

### **EEO Statement**

AMACO is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: AMACO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

All employment decisions at AMACO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the location where we operate.

AMACO will not tolerate discrimination or harassment based on any of these characteristics.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.