



New Product Development Supervisor – Formulated Products

Classification:

Salary: Exempt

Reports to:

Director of New Product Development

Who we are/Job Summary:

American Art Clay Company (AMACO) was founded in 1919 by Ted O. Philpott. AMACO is known for being the first to commercially manufacture 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, which established safety standards for children's art materials in 1936. Today AMACO continues to manufacture ceramic supplies with the highest standards of quality and safety.

AMACO is a fourth-generation 100-year 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. AMACO promotes 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, and their collaborative processes, and to participate in the common goals of safety, quality, customer care, teamwork, respect, and learning and development. We are looking for a Computer Numerical Control (CNC) Lathe Operator that will be a part of the continuous improvement of AMACO. As CNC Operator, you will be responsible for setting up and operating machines and equipment. Reasonable accommodations may be made to enable individuals with disabilities.

Position Summary:

The New Product Development (NPD) Supervisor – Formulated Products leads a small, talented team responsible for the development, testing, and scale-up of AMACO's portfolio of formulated products, including glazes, underglazes, automotive styling clays, Rub N Buff waxes, and Brush N Leaf finishing materials. This role is the operational heart of the NPD department, ensuring projects move forward on schedule, the lab runs safely and efficiently, and the team is coached to grow in both technical and professional excellence.

This position serves as the primary day-to-day point of contact for the NPD team (ranging from 2-5 direct reports), enabling the Director of New Product Development to focus on strategic initiatives, portfolio planning, and crossfunctional leadership.

Key Responsibilities

Project & Timeline Management

- Own the day-to-day status of all active NPD formulation projects, ensuring milestones are met and risks are escalated appropriately.
- Maintain and communicate project trackers, development schedules, and phase-gate documentation.

- Coordinate sequencing of lab work and team bandwidth to optimize throughput across concurrent projects.
- Serve as the primary point of contact for routine laboratory project status inquiries • Facilitate brief daily or weekly team stand-ups to keep work aligned and unblocked.

Lab Operations & Safety:

Ensure the NPD lab operates in full compliance with OSHA, SDS, and applicable environmental regulations.

Maintain accurate, up-to-date Safety Data Sheets for all raw materials and formulated products under development.

Oversee lab testing protocols and quality control procedures to ensure reliable, reproducible results.

Manage lab supplies, materials inventory, and equipment maintenance schedules.

Champion a safety-first culture; conduct regular safety audits and document corrective actions.

Scale-Up & Manufacturing Handoff:

Coordinate the transition of validated formulations from bench scale to pilot and production scale in collaboration with Manufacturing.

Document formulation specifications, processing parameters, and quality acceptance criteria for Manufacturing handoff packages.

Support troubleshooting of scale-up challenges, working cross-functionally with Operations and Quality teams. Ensure manufacturing trials are planned, observed, and results are captured and communicated clearly.

Team Performance & Coaching:

Provide day-to-day supervision, mentoring, and performance guidance to 2–5 NPD team members.

Set clear expectations, assign project tasks, and conduct regular 1:1 check-ins with direct reports.

Identify skill development opportunities and support team members' growth as formulation scientists and creative problem-solvers.

Collaborate with the Director on annual performance reviews, goal-setting, and talent development planning. Foster a collaborative, curious, and artist-informed team culture consistent with AMACO's creative heritage.

Qualifications Education:

- Bachelor of Fine Arts (BFA) or equivalent degree. Studio art experience with AMACO or similar product lines is strongly valued.
- Coursework or practical experience in chemistry, materials science, ceramics science, or a related technical discipline is a plus.

Experience:

- 3+ years of experience working with AMACO formulated products (glazes, clay, waxes, or similar) in a professional or studio setting.
- Prior supervisory, team lead, or mentoring experience preferred.
- Demonstrated experience with quality testing methods and lab-based workflows.
- Familiarity with regulatory frameworks including OSHA standards and SDS documentation.
- Experience supporting or coordinating product scale-up to manufacturing is a plus.
- Skills & Competencies
- Strong project organization and follow-through — able to manage multiple projects simultaneously without losing detail.
- Clear, proactive communicator who keeps team members and leadership informed without being prompted.
- Hands-on and resourceful — comfortable rolling up their sleeves alongside the team.
- Genuine passion for art materials and creative products; an artist's sensibility informs product quality decisions.
- Proficient with Microsoft Office or Google Workspace; experience with project tracking tools (Smartsheet, Asana, or similar) preferred.

Work Environment:

This job may require you to stand for an extended period of time and some lifting may be required. You must be able to work in hot and cold environments.

Physical Demands:

The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Hours of work are Monday through Friday, 40+ hours per week. Occasional evening and weekend work may be required as job duties demand.

Travel:

No travel is expected for this position.

Education and Experience:

High School Diploma, or equivalent

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.