

Toledo Museum of Art

Job Description

JOB TITLE: Manager, Glass Studio

**AREA OF
EXPERTISE:** Glass Studio

BRANCH: Interpretive Programming

SUMMARY

Work with branch leader in Interpretive Programs to strategize the ongoing development and programs of the Glass Pavilion Studio within the Museum's mission, vision, and strategic plan. Act as an advocate for visitors and Glass Studio participants to create programs and demonstrations that address their interests and needs. Oversee all aspects (technical, logistical, and artistic) of the Museum's Glass Studio. The Studio comprises a multi-use, state-of-the-art facility in the Museum's Glass Pavilion. The Studio Manager's role involves not only coordinating the daily functions of the Studio, but also contributing to the Museum's goals and planning regarding the Studio's role as part of the Museum's educational mission to engage visitors at all levels – whether as daily visitors to the Museum, as students in the Museum's school programs, as visiting artists, as participants in events or workshops, or as independent artists working in our facilities.

ESSENTIAL DUTIES

Essential duties include the following. Other duties may be assigned.

1. As a public benefit corporation, the Museum requires every staff member to act as a visitor advocate at all times. This includes acknowledging visitors and striving to make them feel welcome, comfortable, and eager to return.
2. Participate in strategic planning for the Museum. Play an integral role in translating that strategic plan into short-term and long-term planning for the Studio and its role within the Museum. Manage the G.A.P.P. program (in close collaboration with the Curator of Glass and Curator of Contemporary Art). The Guest Artist Pavilion Project (G.A.P.P.) is an innovative artist-in-residency program that highlights the unique nature of the Glass Pavilion by encouraging experimentation with glass in innovative ways. The program alternates between those intimately familiar with using glass as a primary medium and those for whom the medium is a new opportunity.
3. Utilize personal contacts (working with the Curator of Glass) with artists/teachers within and outside the Toledo area to provide workshop and artist residency opportunities at the Studio.
4. Provide vision and planning to achieve world-renowned status as a glass studio. This includes all levels of learning opportunities, visiting artists, and rentals.
5. Oversee operations of the glass studios, including but not limited to: maintaining tools and machinery, overseeing the fabrication shop, and ordering of all supplies.
6. Supervise all Glass Studio personnel.
7. Working closely with the Manager of the Museum's School of Art and Design and glass instructors to schedule and facilitate hot, warm, and cold glass classes and workshops offered as part of the School's programming.
8. Collaborating with all Museum departments, oversee the scheduling of all studio facilities to prevent conflicts and ensure the efficient and effective use of space and equipment. Ensure that a computerized schedule is created, maintained, and is accessible to those who need the information.
9. Support the Museum's Guiding Principles by modeling behavior described in the Museum's Values Statement.

RELATIONSHIPS

REPORTS TO: Director, Interpretive Programming Branch

SUPERVISES: Assistant Studio Manager, Glass Techs, Demo Interpreters, and others as appropriate.

WORKS CLOSELY WITH: Curator of Glass, Curator of Contemporary Art, staff involved with planning public programming, Development Department, PR Department, Head of the Museum School Program, Instructors teaching in the Studio, Head of Docent Program, Docents, Special Events Coordinator, Purchasing

EDUCATION and/or EXPERIENCE

B.F.A. with glass concentration (M.F.A preferred) or equivalent with a minimum of five years' progressive experience in studio management with at least three years in a supervisory capacity, preferably in a unionized environment.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to respond effectively and sensitively to inquiries or complaints.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Type of Software	Product Currently in Use	Check if necessary skill can be acquired after hire.	Expertise		
			Basic	Moderate	Specialized
Database	Student Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet	GroupWise and MS Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inventory		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spreadsheet	MS Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Word Processing	MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: Ability to use basic computer programs including word processing, simple spreadsheets, and the internet.

OTHER QUALIFICATIONS

The Glass Studio Manager must have experience working in a studio environment, with increasing levels of responsibility - including supervision of staff and management of budgets.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These physical activities/abilities are necessary in this position.	Amount of Time		
	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which duties require these activities/abilities? (numbers from essential duties.)

Weight that must be lifted or force exerted:	Amount of Time		
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which duties require these abilities? (numbers from essential duties.) 1

Vision Requirements

- Close vision: clear vision at 20 inches or less
- Distance vision clear vision at 20 feet or more
- Color vision ability to identify and distinguish colors
- Peripheral vision ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point
- Depth perception three-dimensional vision, ability to judge distances and spatial relationships
- Ability to adjust focus ability to adjust the eye to bring an object into sharp focus
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Duties require these abilities: all

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Amount of Time		
	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Duties require these 1 exposures:

Noise Level –The noise level when performing the duties of this position is generally moderate to loud.

ADDITIONAL INFORMATION

The Manager of the Glass Studios will need to balance the artistic and the practical sides of this multi-faceted environment. This is a publicly visible management-level position. The Manager represents the Museum to the local artist community and (along with the Curator of Glass) is a primary liason with the international glass community. Should be able to work appropriately with staff at all levels of the organization. Must be able to facilitate smooth planning and communication for all the diverse communities who utilize the Studios. Experience negotiating many different demands on time and resources. Must have extensive contacts within the national and international Glass community, and a desire to utilize those contacts to create new creative oportunities for all the Studios's constituencies. A vision and desire to mold the Glass Studios program at the Toledo Museum of Art into the best in the country, taking advantage of its unique relationship within a world-renowned encyclopedic museum that includes one of the finest collections of glass.