

Job Opening

POSITION: Glass Studio Technician

HOURS: Up to 28 per week, as scheduled. Must be available for weekday, evening and weekend scheduling.

SUMMARY: Keep the Glass Studios functioning smoothly, clean and organized.

Duties and Responsibilities include the following; other duties may be assigned:

- 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.
- Clean studios daily.
- Assist Assistant Manager(s) in keeping equipment inventoried and report necessary repairs to Manager, Glass Studios.
- Empty annealers and kilns after firings (labeling works appropriately, cleaning annealers, and kilns)
- Assist Assistant Manager(s) in monitoring studio supplies and report to Manager when supplies need to be reordered.
- Prepare rooms for special uses (demos, workshops, studio-related set-ups for special events, etc.).
- Perform other routine duties for daily shop operation.

TEAM Reports to Manager, Glass Studios; works closely with Assistant

RELATIONSHIPS: Manager(s), Glass Studios

QUALIFICATIONS: High school diploma or equivalent with one year training or experience in a studio glass facility that includes the basic operation and care for kilns and annealers. Basic computer literacy sufficient to send and receive e-mail. Must be a safety-focused team player with good hand/eye coordination who follows through on details, able to move glass studio supplies (may weigh up to 50 lbs.).