



Toledo Museum of Art Job Description

Job Title: Glass Production Artist
Department: Education and Engagement
Reports to: Glass Studio Manager
FLSA Status: Non-Exempt
Employment Status: Full Time

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.

SUMMARY

Assists in the design and creation of glass artwork for the Museum glass production program. Production involves creation of art installations and consumable products.

KEY ACCOUNTABILITIES

- Works closely as part of the glass production team to develop high end production glass products for consumption.
- Assists with design, prototypes, and fabrication of hand-made glass production pieces as assigned.
- Participates in the process of creating client presentations.
- Works with team of Glass Studio Artists to implement production work.
- Assists visiting artists as part of the Museum's GAPP residency program.
- Adheres to all safety practices required in an art glass production facility as well as other Museum safety standards.
- Engages visitors during public glassblowing demonstrations with commentary covering techniques used, information about the history of glassmaking, and the Museum's permanent glass collection.
- Attends training programs and glass staff meetings as scheduled by the Glass Studio Manager.
- Performs other duties as assigned or required.

RELATIONSHIPS

Works closely with other Education and Engagement staff, TMA Instructors, Visitor Services, Information Services, and Finance.



SPECIALIZED KNOWLEDGE, COMPETENCIES, AND ABILITIES

- Bachelor's degree in Studio Art with a glass concentration. Master of Fine Arts (MFA) in glass preferred.
- 2 years of experience working in a Glass Studio with production capabilities (or equivalent).
- Working knowledge of studio art practices. In depth knowledge of both cold and warm processes preferred.
- Excellent interpersonal and communication skills with ability to work in a team-oriented environment.
- Exceptional organizational skills with ability to work effectively in a fast-paced, dynamic environment.
- Ability to manage work load, complete time-sensitive tasks and meet deadlines.
- *Customer Focus* – making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.
- *Adaptability* – maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- *Decision Making* – identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- *Quality Orientation* – accomplishing tasks by considering all areas involved, no matter how small; showing concerns for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- *Initiating Action* – taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Standard office environment requiring regular use of phone, computer, and copy machines. Requires mobility and lifting ability sufficient to greet and welcome visitors, move about studio spaces and store/replenish art equipment and supplies. Occasional exposure to outdoor weather conditions when moving among buildings. Hours will include some evenings and weekends based on studio schedules and deadlines.

The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.