



Toledo Museum of Art Job Description

Job Title: Glass Studio Supervisor
Department: Education and Engagement
Reports to: Glass Studio Manager
FLSA Status: Non-Exempt
DATE: 11/20/2017

Summary

Responsible for all administrative aspects of the Glass Studio and office. The Glass Studios are a multi-use, multi-faceted, state-of-the-art facility that is a cornerstone of the Museum's Glass Pavilion and a significant site for Museum (public programs, school of art and design, etc) and special events. Facilitates the smooth functioning of the studios which are utilized as classrooms, public demonstration spaces, TMA glass production, rental space, or for specific events. Collaborates with the internal Museum branches and external clients to assure efficient scheduling and coordination for all glass arts events. Translates and applies Museum policies and guidelines as it relates to the glass studio. Has basic knowledge of the equipment in all areas of the studio, a familiarity with a variety of glassmaking techniques, and the ability to problem-solve.

KEY ACCOUNTABILITIES

- Manages all administrative aspects of the Glass Studio including GAPP residencies, glass production, and education.
- Maintains event space management by reviewing, entering, and maintaining accurate information in the EMS database for rentals, private glass events, classes and workshops.
- Facilitate smooth implementation of events on the studio's space schedule.
- Keeps equipment inventoried and reports any necessary repairs to Glass Studio Manager.
- Work with the Manager to realize the strategic goals of both the Studios and the Museum.
- Works with the Manager to ensure the safety of everyone. Utilizes the facility and trains new techs in appropriate safety procedures.
- Supervises Glass Techs.
- Coordinates special demonstrations and hands on packages for external clients and groups.
- Works with Museum tour scheduler, development office, and special events staff to offer glass arts activities that will provide a great visitor experience.
- Performs other duties as assigned or required.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Art, with a preferred concentration in glass, or equivalent in education and experience.
- Two years of experience in a position requiring customer service and administrative responsibilities.
- Experience working in a studio, and the ability to balance the artistic and practical roles of the Glass Studio within the larger Museum environment (or equivalent).
- Interest in studio art with knowledge of art supplies and techniques desirable.



- Strong administrative skills with previous experience or aptitude for scheduling processes and systems.
- Proficiency with Word, Excel and Outlook.
- Excellent interpersonal and communication skills with ability to work in a team-oriented environment.
- Ability to handle a varied workload, to multi-task, is detail-oriented with outstanding organizational skills and good follow-through. Must understand the urgency of deadlines and effectively complete time-sensitive tasks.
- Strong decision-making skills with the ability to identify and understand 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.

RELATIONSHIPS

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

WORK ENVIRONMENT

Standard office environment requiring regular use of phone, computer and copy machines. Requires mobility and lifting ability sufficient to greet and welcome studio participants, move about studio spaces and store/replenish glass art equipment and supplies. Occasional exposure to glass shop environment in addition to outdoor weather conditions when moving among buildings. Hours will include some evenings and weekends when classes & events are in session.

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.