



Toledo Museum of Art

JOB TITLE: Glass Technician

BRANCH: Glass Studio

REPORTS TO: Glass Studio Manager

FLSA: Exempt Non-Exempt

SHIFT: Union/Part-Time (Varies)

SUMMARY

The Glass Studio Technician is a front line position responsible for the smooth and effective implementation of Museum functions that occur in the Glass Studios. The core responsibilities of this position deal with customer service, studio stewardship, basic maintenance, organization and preparedness for daily operations.

KEY ACCOUNTABILITIES

- 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.
- Responsibility for daily upkeep, basic maintenance, general tidiness and orderliness of the glass studio facilities, equipment and tools.
- Responsible for opening and closing studio operations on a daily basis.
- Responsible for assisting in preparing studios for classes, rental and all regular and special programs, functions and events.
- Responsible for charging furnaces.
- Responsible for carefully handling studio users glass projects.
- Responsible for regular and thorough studio and equipment observations and reporting any malfunctions as well as any maintenance or safety concerns to studio manager and/or assistant manager.
- Responsible for facilitating technical needs of studio users (renters, students, teachers, visiting artists, etc).
- Responsible for honorably maintaining all studio supply inventories.
- Assist with regular public demonstrations (hot shop).
- Other related duties as assigned by studio manager/assistant managers.

RELATIONSHIPS

- Reports to Glass Studio Manager; works closely with and receives work direction from Assistant Glass Studio Manager(s).

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to convey information in writing. Ability to effectively present information and respond to questions from groups.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems and collect data.
- Because this position is required to assist with public demonstrations, they are required to have, at minimum, 1 year of experience working with glass in an educational or practical glass studio environment. Must have basic knowledge of typical glass-making processes and practices as well as a general interest in and understanding of the history, science, art, and practices of glassmaking.
- Basic working knowledge of internet used for interoffice networking and email communication; working knowledge of Thermal Control Interface Systems.



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EDUCATION AND EXPERIENCE

- Associate's degree (A.A.) or equivalent from two-year college or technical school with a minimum of two years' working in a glass studio performing similar duties, or BA or BFA in Glass.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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"/>

Vision Requirements:

- 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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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
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" 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"/>
Outdoor weather conditions	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Noise Level –The noise level when performing the duties of this position is generally moderate to loud, depending upon equipment in operation.

APPLICATION PROCESS

To apply for this position, please email resume and/or application to jobs@toledomuseum.org.

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.

Good for you. TMA