



Toledo Museum of Art

JOB TITLE: Glass Technician

DEPARTMENT: Glass Studio

REPORTS TO: Glass Studio Manager

FLSA: Exempt Non-Exempt

EMPLOYMENT STATUS: Union/Part-Time (Varies)

Since our founding in 1901, the Toledo Museum of Art (TMA) 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

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).



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- 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.

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.

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

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.