

Glass Studio Manager

The primary function of this position is to manage and maintain the operations of Local Glass Studio. To supervise and schedule hourly art studio technicians. To provide assistance to the Executive Director.

Essential Duties and Responsibilities:

1. Oversee the technical operation of the studio as it pertains to educational programming and renters, including flameworking and electric kilns.
2. Oversee and maintain the glass studio equipment.
3. Maintain a complex studio and staffing calendar with the Director of Programs (Executive Director).
4. Organize studio for instruction, rentals, and events.
5. Manage the inventories, orders, and budget concerns associated with all materials used in the studio areas.
6. Ensure the highest level of health and safety standards across the studio and enforce all LGS safety requirements.
7. Assist instructors with the torch/kiln component of the class.
8. Assist the Executive Director in the (monthly) installation of exhibits in the gallery space.
9. Support the Teaching Artists with instructional technology equipment needs.
10. Schedule will include evening and weekend hours.
11. Perform other duties as assigned.

Required Minimum Qualifications:

1. Education: Associate of Arts Degree in the Visual Arts or related field.
2. Successful experience: Experience working in glass art studio situations or similar environments.

Desired Qualifications:

1. BFA or MFA.
2. Operational knowledge of electric kilns.
3. Knowledge of the use and maintenance of torches and cutting equipment.
4. Experience with digital photographic processes, and digital image manipulation software to create and store images.
5. Experience with the installation of art exhibits within a gallery setting.
6. Experience assisting in an art gallery installation.
7. Strong communication skills.
8. Strong problem-solving skills.

To apply: Please send your resume to info@localglasstudio.com