



Your artist is inside  
1902 South Main Street  
Seattle, WA 98144-2206  
T: (206) 328-2200  
F: (206) 328-1260  
www.pratt.org

## Employment Offer at Pratt Fine Arts Center

**Title** Charger/Closer  
**Department** Glass Department  
**Reports To** Glass Studio Technician  
**Status** Exempt  
**Part Time** Tuesdays and Thursdays, 6 hours per week, \$29.20 per hour + 2 4hr glassblowing sessions per month (hours and days subject to change)

**Applications will be reviewed Jan 4<sup>th</sup> 2023**

### Job Summary

The Charger/Closer position at Pratt Fine Arts Center has two primary responsibilities: closing and securing Pratt's facilities each night and charging the glass furnace as needed. The Charger/Closer position also includes a public-relations/customer service aspect. As the only staff member usually present after 10:00pm, the Charger/Closer is called upon at times for assistance with escorting a student or instructor to their vehicle, addressing equipment problems in the facility or studios, or waiting until a student's late ride arrives.

The Charger/Closer position is a part time position with a variable schedule to provide coverage 7 nights a week. Currently, this shift starts at 10:00 PM. Tuesday is Closing, and Thursday is Charging and Closing. Closing duties take 2 hrs. On nights when charging and closing, duties take 4 hours. Pratt generally has a team of two Charger/Closer's. The position reports to the Glass Studio Technician.

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*Pratt continues to adapt to public health guidelines and restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19.*

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.



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## **ESSENTIAL JOB FUNCTIONS**

### **CLOSING**

- Check-in with front desk staff to determine if there are any issues or concerns for the facility.
- Secure all exterior doors and gates in all three of Pratt's buildings.
- Verify that exterior windows are closed and locked and that the studios, offices, and restrooms are vacant.
- Check thermostats and ventilation for appropriate settings based on current weather.
- Turn off lights where needed and close all interior doors.
- Assure that natural gas and propane supplies are shut off in the Hot Shop, Flame Shop, Forging Studio, and Jewelry Studios.
- Set the alarm systems in all three buildings.
- Other duties as assigned.

## **ESSENTIAL JOB FUNCTIONS**

### **CHARGING**

- Determine if the glass furnace needs to be charged based on upcoming usage or predetermined charging schedule.
- Move the new batch into the building as needed.
- Sort and load any clear cullet for in-house recycling.
- Load new and/or recycled batch/cullet for each charging cycle.
- Run a charging program on the furnace controller.
- Clean up as necessary after charging the furnace.
- Ability to wear a respirator

## **MINIMUM REQUIREMENTS**

- Reliability, punctuality, and the ability to work independently.
- Excellent communication and customer service skills.
- The ability to deal with unexpected problems and emergencies, technical or customer service.
- Flexible schedule including the ability to work a swing or graveyard shift.
- Ability to lift 75 pounds.
- Arts and hot shop background preferred.



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## **DESIRED QUALITIES**

- 1+ years of experience in a glass blowing studio
- Familiarity with the Central Area, local arts organizations, or related institutions
- Passion for glass and it's community
- Competence in serving diverse populations
- Ability to be effective independently and as a member of a team
- Practicing artist with connection to local community
- Positive, can-do attitude and a sense of humor
- Knowledge of forklift operation or forklift certification
- General maintenance skills, i.e. mechanical, electrical, plumbing.
- Familiarity with Watlow, GB5, and Paragon kiln controllers

## **Application Requirements**

Please submit your resume and letter of interest to Patrick Rich, Glass Studio Technician at [prich@pratt.org](mailto:prich@pratt.org) or mail/in person at 1902 S. Main Street, Seattle WA 98144.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **Application Deadline**

January 1<sup>st</sup> 2023

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.*