



Title: Glass Studio Manager

Department: Education

Reports to: Director of Programs

FTE: Full-time, exempt, \$45-50k annual salary range DOE + benefits

Job Summary

Pratt Fine Arts Center is seeking a highly motivated and energetic Glass Studio Manager. Reporting to the Director of Programs, the Glass Studio Manager is responsible for the overall vision, direction, budget and management of all the glass studios and programs including the Hot Shop, Cold Shop, Flameworking and Fusing Studios. Supervises a full-time Glass Technician, instructors, studio coordinators, Pratt Points volunteers, and furnace chargers. The Glass Studio Manager builds and maintains positive relationships with community members and partnering organizations. The Glass Studio Manager works closely with the Programs Team and Director of Programs to align glass studio opportunities to the Pratt mission and vision.

Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity, and inclusion. People of color are encouraged to apply.

Job Summary

The Glass Studio Manager is responsible for creating educational experiences for a diverse group of people that exposes them to traditional and new creative glass techniques as well as providing resources in the studios that meet the needs of individual practicing artists. The Glass Studio Manager will work closely with the Director of Programs to refine and strengthen glass program offerings, studio access and other programming initiatives. The individual's primary responsibilities include:

- Recruit, train, supervise and evaluate glass instructors and teaching assistants
- Supervise Glass Studio Technician, Studio Coordinators and Pratt Points volunteers
- Create and manage annual programming and maintenance budget for the glass department
- Build annual class schedule for glass studios in consideration of curriculum needs, budget capacity and enrollment trends. Manage and order supplies for programming
- Manage the studio access program for independent artists including safety oversight, proficiency testing, policy enforcement, usage calendars and general communications
- Create and maintain community partnerships between Pratt and local glass entities. Community ambassador for new engagement with Pratt Glass studio
- Serve as the primary contact for Pratt policy and procedure compliance with instructors
- Administer evaluations and analyze data from responses for all glass classes and instructors
- Recruit and institute Master Artist class offerings
- Serve on at least one Pratt committee

MINIMUM QUALIFICATIONS:

- 3+ years of experience in arts management, teaching, administration or related field, preferably for glass studio or nonprofit organization
- Competence in serving diverse populations
- Prior experience working in a glass studio or sculpture department with glass components
- Strong oral communication, written language and project management skills
- Proven success in curriculum and project planning, health and safety procedures, implementation, and evaluation
- Ability to produce high-quality arts programming
- Detail oriented; with management and leadership skills
- Exemplary computer and internet skills
- Bachelor's degree in Fine arts with a sculpture/glass focus, arts administration, visual arts or equivalent experience
- Working knowing of glass studio equipment maintenance

PREFERRED QUALITIES

- 3+ years of experience in Glass studio programming and/production
- Ability to build strong relationships with diverse community partners
- Demonstrated commitment to diversity, equity and inclusion
- Passion for innovative glass education program building for multi-generational audiences
- Practicing glass artist with connection to local glass community
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Positive, can-do attitude and a sense of humor

Compensation

Pay range is \$45-50k annual salary range DOE + medical, dental, long-term disability and paid vacation. Employee-paid short-term disability and retirement programs are provided but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed 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 requirements

Please send a cover letter outlining your interest and qualifications, and your commitment diversity, equity and inclusion, as well as a resume and three references to Eve Sanford, Director of Programs, at esanford@pratt.org. No calls or drop-ins, please.

Application Deadline: Thursday, Jan 30, 2020

Questions? Contact Eve Sanford, Director of Programs, esanford@pratt.org