

Glass Studio Manager – Fusing, Flame working, Cold Working

Bergstrom-Mahler Museum of Glass is searching for a Glass Studio Manager, the ideal candidate would be a good communicator and possess excellent interpersonal skills, in addition to technical mastery of the studio tools and equipment. He/she should be able to look around our studio and understand how to program and fire our electric kilns, safely use our Bobcat and Carlisle CC torches, and have a working knowledge of all aspects of fusing glass and cold working equipment. They would also have some experience teaching classes and/or creating programming for adults and children. It would be a great plus if they had hot glass experience as well, but it is not necessary.

Position Brief:

This position is responsible for the planning and development of the programs, community engagement activities and classes for both children and adults. Additionally, this position works with vendors and suppliers; obtains and supervises the instructors, as well as recruits volunteers to carry out the studio's programming goals. The Studio Manager is responsible for implementing and reviewing policies and procedures regarding programming, safety and use of equipment. In addition, they would help to develop and implement the organization's vision and strategic plan, and be responsible for budget development, oversight and procuring studio supplies and equipment.

Summary of Responsibilities

- Develop, plan and schedule programming for studio classes, workshops and events for both children and adults.
- Recruit and negotiate contracts with instructors to carry out the objectives and goals of the studio program in agreement with the museum.
- Oversee class registration, cancellation of classes, fees, instructor compensation.
- Prepare, organize, facilitate or instruct, carry out, and follow up on all classes, grant programs, and activities. This includes, teaching classes, as needed, firing glass work, assembling work when needed, and packaging.
- Produce the descriptive content for promotional and marketing material for all of the glass studio offerings.
- Ensure the safe operation of studio equipment, including providing regular reports on the condition of the studios and recommend equipment repair and purchases.
- Purchase studio supplies and update studio equipment when necessary to advance programming.
Support the Special Exhibition programming schedule by offering related studio workshops, activities and events.
- Work with the Exhibits and Education Director to develop community relationships through program collaborations and use of the glass studio facility.
- Sustain and develop contacts with community art education programs to become familiar with other educators and their programs.
- Attend professional development opportunities that expand glass knowledge and education when appropriate.
- Work with the Exhibits and Education Director to create an annual plan for studio education by evaluating existing programs and development of new opportunities. Create an analysis through tracking student enrollment and surveys as needed.

- Recruit and supervise studio volunteers during classes, activities, events, and other studio projects.
- Organize the annual Fox Valley Area High School Glass Exhibition. This includes hiring instructors, recruiting schools to participate, scheduling “glass days” with teachers, preparation and set up for classes. Coordinate installation and programming with museum staff and volunteers. Evaluate outcomes.
- Plan, organize and carry out Summer Art Camp: organize projects, hire instructors, facilitate classes, and budget, order and prepare materials.

Fundraising and Outreach

- Assist the Exhibits and Education Director, Executive Director and Marketing and Development Director in Grant writing and requests by preparing project descriptions, budget information, evaluation and outcome approaches for potential studio education grants.
- Maintain records and documentation required by grant and funding sources along with the Business Coordinator.
- With the Exhibits and Education director continue current programs and develop new revenue streams for education with studio activities.

Qualifications

- Education/Training: College degree
- Minimum of 2 years of Glass Studio experience preferred or alternate training.
- Proficient knowledge of glass studio techniques and equipment to include but not be limited to: processes for kiln formed glass, flame working and safety procedures for operation, kiln operation and programming, cold working equipment, torches and knowledge of glass tools, equipment other studio maintenance knowledge.
- Demonstrated experience budgeting, inventory oversight, demonstrated ability to coordinate and manage projects.
- Excellent people and communication skills, both oral and written are important for the public contact and promotional requirements of this position.
- Ability to drive, operate office equipment, lift 40 lbs

Non-essential, but desirable - hot glass knowledge would be a plus.

Please forward all information to:

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