



Glass Studio Assistant at Bergstrom-Mahler Museum of Glass

Summary

Bergstrom-Mahler Museum of Glass is an art museum with glass-focused programming. We provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all. The museum has stunning glass, including antique paperweights, Germanic drinking glasses and jaw-dropping contemporary glass sculpture. The museum also offers a schedule of temporary glass exhibitions, as well as studio classes in glass for youth and adults. Your museum is the global gathering place where lives are enriched and transformed by glass.

Bergstrom-Mahler Museum of Glass is committed to ensuring our guests have a positive experience by creating a friendly, welcoming environment. The museum seeks to build its team with staff who will maintain our standards of integrity, excellence and dedication to our guests, exhibitions, and colleagues.

Purpose

The Glass Studio Assistant is responsible for assisting the Glass Studio Manager in Bergstrom-Mahler Museum of Glass' educational and community programs for both children and adults. He/She/They will also work with instructors, volunteers, and other BMMOG staff in order to provide students and artists opportunities in artistic endeavors including but not limited to studio classes, camps, live demonstrations, and artist talks. This position reports to the Studio Manager with limited supervision by the Education and Community Program Manager.

Hourly Part Time starting at \$15 per hour, part time up to 15 hours per week, some nights and weekends required

Job Duties

Glass Studio Programming Assistance

Prepare, assist, and follow up on classes, grant programs, and activities. This includes, assisting classes as needed, firing glass work, assembling work when needed, and packaging.

Support the Special Exhibition programming schedule by aiding related studio workshops, activities and events.

Maintain community relationships through program collaborations and use of the glass studio facility.

Sustain contacts with community art education programs to become familiar with other educators and their programs.

Work with the Studio Manager and the Community and Education Program Manager to aid regular program evaluation and analysis through tracking student enrollment and surveys as needed.

Support the Fox Valley Area High School Glass Exhibition by teaching or assisting Glass Experience Days with teachers, preparation, and set up for classes, installing show, deinstallation, and packing artwork.

Ensure the success of Summer Art Camp activities which consists of organizing projects, teaching and facilitating activities, preparing materials, and firing/finishing artwork.

Arrange and facilitate Art Activity Day events; including instructing on fused glass creations and free activities.

Assist or facilitate Public Glass Demonstrations related to glass blowing and flameworking.

Work with staff and volunteers with planning and facilitation of Special Events such as GLASS Arts Festival, Special Exhibition openings, and other annual events.

Essential Skills

Possess a high degree of personal integrity and reliability

High school diploma or GED certificate

2+ years of college education, preferably in the arts and education

1 year of experience in a glass studio or glass working

Ability to lift 50 lbs. or more

Collaboration and teamwork skills

Creative problem-solving skills

Certified or willing to become CPR/AED certified upon employment

Environment & Working Conditions

Bergstrom-Mahler Museum of Glass is an equal opportunity employer professionally accredited by AAM.

Staff collaboration is part of the culture.

Duties of this job require the employee to move throughout the building and operate a variety of equipment.

Position Measurements

Timeliness, ability to meet deadlines, ability to communicate and work well with others.

Reliability, dependable for shifts scheduled.

Accuracy, thoroughness and attention to detail.

Self-directed, disciplined, confidential and operates with high integrity.

Send all inquiries with a cover letter, cv/resume and references to John Timmer, Assistant Director, timmer@bmmglass.com

Benefits at Bergstrom-Mahler Museum of Glass

This is a general listing and not exhaustive. Please refer to the Bergstrom-Mahler Museum of Glass Employee Handbook for specific benefits information and examples.

Flexible Schedule – hours to be set with Studio Manager, some evening and weekend hours required.

Museum Membership – includes discounts in shop and classes. Also includes North American Reciprocal Museum (NARM) Association membership

Professional and Artistic Development – with on the job training including participation in classes, review of teaching styles, and refining skills as an art educator.

Associated Bank: Through a partnership with Associated Bank, museum employees can enjoy “Bank at Work” financial webinars and also bank account benefits.