



Glass Studio and Program Assistant at Bergstrom-Mahler Museum of Glass

Summary

Bergstrom-Mahler Museum of Glass provides 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. Since 1974, the Museum has been accredited by American Alliance of Museums, the highest recognition afforded the nation's museums. Accreditation signifies excellence to the museum community, to governments, funders, outside agencies, and to the museum-going public.

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

This position will participate three areas of the museum: the Glass Studio, Collections and Exhibitions, and Marketing and Public Relations.

In the Glass Studio, the Glass Studio and Program Assistant is responsible for assisting the Glass Studio Manager in Bergstrom-Mahler Museum of Glass' educational and community programs for both children and adults. 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. The position assists in this role approx. 20 hours per week.

In Curatorial and Collections the Glass Studio and Program Assistant is responsible for assisting the Curator of Collections and Exhibitions with collections management. The position assists in this role approx. 15 hours per week.

In Marketing and Public Relations the Glass Studio and Program Assistant is responsible for assisting Marketing and Public Relations Manager with promotions and assist in conception and creation of engaging video and photographic content for social media platforms. The position assists in this role approx. 5 hours per week.

The Glass Studio and Program Assistant reports to the Studio Manager with supervision from the Curator of Collections and Exhibitions and the Marketing and Public Relations Manager.

Full Time Hourly Nonexempt starting at \$19 per hour, 40 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.

Collections and Exhibitions Assistance

- Assists the Curator of Collections and Exhibitions with all collections management and registration tasks, including but not limited to object handling, inventory, condition reporting, gift agreements, loan recording, photography, and Past Perfect database data entry.
- Assists the Curator of Collections and Exhibitions with exhibition installation/deinstallation, movement of art objects, label writing and production, and object research.

Marketing and Public Relations Assistance

- Participate in brainstorming sessions on ways to promote the museum through social media.
- Aid in accumulation of photos and video footage to support developed concepts. Subject matter to include, but not limited to, museum history, collections, fundraising, special events, and general interest, with emphasis on creation of videos intended for TikTok users.

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

Other duties as assigned.

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.

Benefits at Bergstrom-Mahler Museum of Glass

The following benefits apply to any regularly-scheduled position of 30 hours per week or more 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.

Professional and Artistic Development – with on the job training including participation in classes, review of teaching styles, refining skills as an art educator, learning collection management skills, continuing learning and producing marketing material and promotions, and other learning opportunities as available.

Paid Time Off (PTO) – to be used for vacation, sick, and personal time off

- 15 pro-rated days after 1 year of service, awarded on July 1, first day of the fiscal year. Days are pro-rated according to number of regularly-scheduled weekly hours.
- After first 6 months of service, PTO time will be awarded, pro-rated to number of months remaining in fiscal year.

Holiday Pay – paid holiday leave to observe the following designated holidays: Your Birthday, New Year's Day, MLK Day, Easter Sunday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, and December 24th, 25th, and 26th.

401k Retirement Plan – After 1 year of service and 1,000 hours worked, employees age 21 or over are eligible to enter plan on next entry date of January 1 or July 1. The museum's safe harbor matching contribution will be a 100% (dollar-for-dollar) matching contribution on salary deferrals up to 3% of compensation plus a 50% matching contribution on any additional salary deferrals above 3% up to 5% of compensation.

Health Insurance – employee health insurance covered at 75% premium by museum/ 25% by employee. Extension of coverage to family 50% premium by museum/ 50% by employee. Eligible for coverage on 1st of month following 30 days of service.

Dental and Vision Insurance – premium 100% by employee, eligible for coverage on 1st of month following 30 days of service

Life and Disability Insurance – eligible for coverage on 1st of month following 30 days of service

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

Bereavement Leave – A maximum of three consecutive days of paid bereavement leave, as needed, may be granted in the event of death of an immediate family member. One day of paid bereavement leave may be granted in the event of death of other relatives for the funeral.

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