



First City Art Center Glass Arts Fellowship Opportunity

First City Art Center (FCAC) is a non-profit working arts center that is open to the public and focuses on arts education and outreach. This residency is for artists looking for opportunities for professional development in their body of work, or in the area of arts education and community outreach. Ideal for recent graduates, faculty on sabbatical or professionals who wish to branch out from the traditional studio experience to gain a new perspective. This residency offers a 2 year focused incubation in a community studio environment. Great attitude, collaborative spirit and self-motivation are essential. Must have a strong service ethic and desire to create educational programs that will sustain into the future.

Facility Description: FCAC has a campus consisting of six buildings; the Creative Warehouse, Gallery and Studios, used bookstore, a makers space and the Classroom building. FCAC is supported through memberships, donations, class fees, grants and fundraisers. The annual Glass Pumpkin Patch and the Hot Glass Cold Brew series are our largest fundraising events.

Studio Description: The Creative Warehouse (2500 sq. ft.) houses the hot shop, cold shop, flame working shop, fusing equipment and the pottery department. The hot shop consists of 2 -300 pound gas furnace, 3 glory holes, 3 large annealing ovens, pipe warmer, 3 benches, a garage and a color box. The studio is expanding as the art center's programs grow.

Compensation: Base salary \$23,000. Benefits include, weekly hot shop studio time, inclusion as a gallery artist (ability to show work in the gallery and retail space year-round), personal office space, paid vacation time and \$500.00 health care stipend. *See also, Glass Department Special Programs. For qualified MFA applicants, the fellowship program includes an adjunct professor position at Pensacola State College, with an additional \$2,500 per semester.

Structure: The Glass Arts Fellowship is a part-time, 30-35 hours per week salaried position that reports directly to the Executive Director. This position also works closely with administrative and other education and finance staff. Some evenings and weekends are required. The development and implementation of additional "Special Programs" is encouraged as a way to increase FCAC's community engagement through new and innovative glass-based classes and workshops. "Special Programs" are intended to further the mission of FCAC, while also providing an opportunity for additional personal income. "Special Programs" may be created and executed with collaborative development and approval from Executive Director and Program Committee.

General Duties:

1. Arts Education:

- a. The Glass Arts Fellow will be available to teach core curriculum programs such as Make Your Own Glass, Beginning Glassblowing I, II, III, IV. It is the expectation that the FCAC Glass Fellow will enhance and expand regular glass classes. Classes are outcome based and include the opportunity to teach lampworking, kiln forming, hot casting, sandcasting, mold blowing, blown and solid sculpture and cold working. The teacher will be in charge of creating and accomplishing goals for these additional classes.
- b. When students are not scheduled, the Fellow will fill the time with production of goods for use by FCAC in either a retail or fundraising capacity.
- c. Working with students of varying ages (minimum age 8 yr.)
- d. Lead instructor during FCAC Annual Glass Mentorship Program, teaching 4 high school students a 6-week course. Students are given scholarships and learn the basic skills of glass blowing.
- e. Work with Glass Guild President to plan and implement meetings with the Glass Guild, as well as member artists and outside artists.
- f. Troubleshoot studio and facility issues that members, instructors and students may have.
- g. Oversee health and safety standards of all studios and classes. Maintain the safety of the studio. Uphold and enforce all studio, facility and art center policies.
- h. Support FCAC during special events.
- i. Represent FCAC in the arts community locally and beyond.

2. Shop Technician:

- a. Duties requested by FCAC for maintaining glass shop include, but are not limited to, charging the furnace, operation, maintenance and repair of kilns, operation, maintenance and repair of glory holes and leading the rebuild of the studio furnace when needed. These duties may change depending on the needs of FCAC to maintain a high quality work environment.
- b. Maintaining glass and supply order forms and submitting to Administrative Office with the appropriate lead time.
- c. Additional work hours allowed for special FCAC projects if preapproved by Executive Director. These hours would be paid on an hourly basis at \$12.00/hour.
- d. Oversees lamp working studio, cold shop, kiln forming studio and metal shop.
- e. Oversees glass quality, glass and gas consumption, glass stock, studio supplies, studio operation and facility cleanliness and safety.
- f. Works with glass intern when available to help maintain the shop(s).

3. Adjunct Professor, Pensacola State College (PSC) –MFA Required

- a. FCAC Glass Arts Fellow will teach a college level Glassblowing Survey course on site at FCAC campus for Pensacola State College Art Department.
- b. Fellow will be separately employed by PSC and receive additional compensation. (\$2,500/semester)
- c. MFA required.
- d. Class will meet weekly with schedule set by FCAC, Glass Fellow and PSC.
- e. Classes will be on semester schedule.

4. Glass Department Special Programs: Non-core programing:

- a. Special programs are defined as non-recurring glass focused programs that instruct students on one or a mix of specific skills or techniques that are outside of FCAC core curriculum. While the

programs should be glass centric, the use of mixed media, multiple techniques and collaboration is encouraged.

- b. Special classes that are offered at times outside of regularly scheduled classes and production are compensated as follows: 10% administration fee and then of the remaining balance, 50% to Glass Arts Fellow and 50% to FCAC.
- c. All class fees will be paid directly by the customer/student to FCAC office and checks will be issued to artist at the end of the class session, when the class form has been submitted.
- d. Creativity is encouraged. All class ideas will be submitted to the Executive Director and approved by the Program Committee.

5. Private Lessons:

- a. The Fellow can conduct private classes outside of the regularly scheduled FCAC classes.
- b. The Fellow may set the hourly rate of the private class and is required to rent the Hot Shop at the hourly FCAC Glass Guild rate.
- c. Funds collected for this class will go through FCAC. FCAC will retain the hot shop open studio rate and the artist will receive the remaining private class fee.

Payment of Service:

A W2 form will be required. Payments will be made twice monthly, preferably by direct deposit into the employees account.

Termination of Contract:

This contract can be terminated at any time if cause is approved by FCAC Executive Committee and/or Executive Director. Cause can be inappropriate conduct on the premise of FCAC, violation of standards of behavior or if above services are not preformed or preformed inadequately. Contract service can be terminated by the artist or FCAC with a 14-day written notice.

Extension of Contract:

Contract will be reviewed by Board of Directors after 12 months with automatic renewal for an additional 12 months if all parties agree. This is a two-year fellowship.

Qualifications:

- 3 years maintaining and repairing glass studio equipment
- BFA, preferably MFA
- Minimum of 3 years making glass art (fine-art/functional- art/production-art)
- Demonstrated proficiency in multiple glass making techniques
- Excellent knowledge of glass art and glass community
- Experience teaching in a studio setting
- Excellent customer service
- Excellent communication skills, both verbal and written
- Ability to work with a variety of people and keep a positive attitude
- Ability to manage interruptions and stay enthusiastic while adapting to an evolving organizational structure.
- Competency in Microsoft Office Suite and Google products
- Organized, results-driven, administrative approach
- Experience with budget development and oversight
- Punctual and reliable
- Self-directed big picture thinker, taking pride in a job well-done.

SUBMIT COVER LETTER, RESUME, PORTFOLIO AND THREE PROFESSIONAL REFERENCES TO:

**First City Art Center
1060 N. Guillemard St.
Pensacola, FL 32501**

**Contact:
Meredith Doyen, Executive Director
director@firstcityart.org
850-429-1222
850-696-2325 (fax)**

This position will remain open until: April 15th, 2016

FCAC does not discriminate in hiring, membership and provisional services with regard to race, color, religion, ancestry, national origin or disability.