

Part-time Glass Studio Manager

Deadline for applications: March 3, 2018

First City Art Center (FCAC) is currently accepting applications for a part-time Glass Studio Manager, responsible for organizing and maintaining a safe, efficient, and positive studio environment for renters and students. FCAC's facility includes a hot and cold shop, flame shop, kilns, and a mobile glassblowing studio. The successful applicant will be knowledgeable in safely operating and maintaining the equipment in all listed areas. Responsibilities include: ordering shop consumables, assisting in finding best prices for materials and equipment; regular and prompt attendance, managing charging schedules, keeping up-to-date maintenance logs, conducting general studio clean up, preparing facility for daily use, managing scheduling and shop usage with Acuity scheduling software, and assisting with some teaching as needed.

The Glass Studio Manager will be offered between \$15. - \$20. pr/hr based on experience, for 20 hours per week. Some nights, weekends, and on-call shifts required as needed, as well as flexibility in work schedule. There are often additional opportunities for commission work. The Glass Studio Manager will have the opportunity to sell personal work in the Main Office for an 80/20 split. The Studio Manager is also invited to participate in our Annual Pumpkin Patch event; in 2017, FCAC sold 4,300 pumpkins and historically, glass artists make between \$4,000 - \$12,000 at this event. Another benefit to the position includes 2 three-hour blow slots per week, but the hours do not accumulate if unused, and all artists are responsible for purchasing their own color. Discounted blow time beyond the 6 hrs. allotted are available at 10% off the guild rate.

Among the duties expected of the studio manager are the proper operation and maintenance of all equipment in the hot shop, cold shop, kiln area, flame-working studio, and mobile studio; keeping the facility clean, safe, and organized, while effectively communicating with studio renters, teachers, guild members, and students; assisting with special events, rentals, and exhibition openings; and working as a liaison with the teaching staff. The Glass Studio Manager can also assist the Glass Fellow with mobile studio outreach and other glass programs as needed. The Glass Studio Manager reports directly to the Managing Director and will work closely with the Glass Fellow, who holds a two-year position focused on teaching and programming. The Glass Studio Manager supervises and trains interns on monitoring studios, restricting the use of dangerous equipment, and quickly reporting any accidents or injuries should they occur.

Basic welding/construction skills and a valid driver's license are required. Basic computer skills, good communication skills, and a cooperative attitude are essential. The preferred applicant would have a BFA and a minimum two years of experience working with a variety of glass equipment, are familiar with the atmosphere of a community glass studio, and possesses at least an intermediate knowledge of machinery, electrical, and plumbing systems. The ability to drive a truck with attached mobile studio trailer are a plus, some training may be provided.

Interested applicants should email a cover letter, resume/cv, 3 references with a brief explanation of professional connection and contact information, and up to 10 images of your work in .jpg format no larger than 3 MB each to director@firstcityart.org. Applications must be received by **Saturday, March 3, 2018**. Interviews will be conducted (in person or via Skype/Facetime) from March 7th – 15th. The applicant should be able to **start the position by April 1, 2018**. For more information about the art center, please visit www.firstcityart.org.

Applications may also be submitted via mail.

Mail applications to:

First City Art Center
Attn: Caitlin Rhea, Managing Director
1060 N. Guillemard St. Pensacola, FL 32501