

# Flint Institute of Arts

## Glass Programs Assistant

### Job Description

Title Glass Programs Assistant

Department(s) Art School

Reports to Glass Programs Manager

**Salary range is \$35,000-\$40,000 plus benefits.**

### Job Summary

FIA is seeking a full-time glass arts educator and technician to help maintain large, well-equipped hot glass, cold working, and flameworking studios and a glass education program. Knowledge of all aspects of glass techniques and studio practice is necessary for success in this role. The Glass Programs Assistant is expected to work in coordination with the Glass Programs Manager and faculty. The successful candidate must stay current with technology, tools, and techniques appropriate to our shops and learn new skills as necessary. The Glass Programs Assistant is responsible for the general maintenance and repair of all studio equipment; provides instruction to students on the safe use of equipment and materials; oversees the proper storage, handling, and disposal of hazardous materials, and performs other duties as assigned.

### Key Responsibilities

- Deliver clear, articulate verbal presentations during live glassblowing demonstrations.
- Perform daily upkeep, basic maintenance, and maintain orderliness of studios, equipment, and tools.
- Facilitate technical needs of studio users (students, faculty, renters, visiting artists, etc.)
- Assist with and produce glass objects for museum marketing, special projects, and glass demonstrations.
- Develop and teach glass courses for a variety of ages and skill levels.
- Assist Glass Programs Manager in the development and implementation of glass education programs, community engagement programs, and other promotional events for the glass arts programs.

### Educational & Job Experience Requirements

- Bachelor's degree, preferably in studio arts or craft
- Demonstrated glassblowing and flameworking experience
- Strong public speaking skills
- Good verbal and written communication skills

### Physical Requirements

- Ability to stand for extended periods of time
- Ability to lift 50+ lbs.

### Work Environment

Work in the glass studio includes exposure to elevated temperatures, hot glass, broken glass, and other materials requiring careful handling. This is a physically demanding position that requires the employee to lift and move equipment and materials, manipulate and control equipment and tools over extended periods of time, and maintain a safe environment for studio users.

### To Apply

Email your letter of interest, resume, and 3 references to [arted@flintarts.org](mailto:arted@flintarts.org), with **Glass Programs Assistant** as the subject. **\*\*NO PHONE CALLS PLEASE\*\***

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.