



<b>Title</b>	Glass Fusing Coordinator
<b>Department(s)</b>	Fusing Studio in Glass
<b>Reports to</b>	Fumi Amano, Glass Studio Manager
<b>FTE</b>	Part-Time, Hourly. Current opening is for 2 hrs/week, Schedule is flexible
<b>Exempt Status</b>	Exempt

### **JOB SUMMARY**

Pratt Fine Arts Center is seeking a highly motivated and skilled Fusing Coordinator to join our dynamic team. The Fusing Coordinator is responsible for running access test for new fusing studio users, maintaining studio equipment, and cleaning up/organizing Fusing Supplies. Responsibilities will include creating safe studio space for the community, communication with Glass staff members/instructors and safely running access test for new users. Must be able to clearly communicate technical information to students/access users while maintaining a safe classroom environment. Commitment to fostering a universally welcoming and respectful environment, with centering racial equity as Diversity, Equity, and Inclusion (DEI) is a core value at Pratt.

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**Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.**

### **Responsibilities**

- To ensure that all interested studio renters have been provided with a copy of Kiln Glass User Guide and accessed properly
  - a. Have weekly office hours available to conduct access appointments and set up kiln use with renters
  - b. Orient and then one week later test each renter before granting access
  - c. Enter firing schedules into GB for renters when needed
- Ability to maintain Fusing Studio equipment such as fusing kilns and glass grinders.

- Conduct routine cleaning of counters, sink, floor, kilns, and table tops (refresh paper as needed)
- Strong organizational skills, relevant to maintenance schedule and administrative tasks.
- Timely communication in email correspondence, deadlines, turning in waivers, reimbursements, incident reports, etc.
- Competence in working independently to organize class supplies.
- Willingness to help build consistency in the Pratt glass access program by aligning to common maintenance and organizational studio norms.
- Collaborate with other staff members and instructors to maintain consistency in the access program
- Punctuality, respect, and adherence to guidelines for maintaining shared studio and storage spaces.
- Share Pratt's broader mission with students/access users: a quick tour through all the studios, highlighting the contribution of namesake Edwin T. Pratt, racial equity core values, and other supplied talking points as provided.
- Adherence to Pratt policies and Glass Studio procedures

### **Preferred Qualifications**

- Prior experience teaching/working Fusing classes and workshops.
- Broad knowledge of Fusing-related topics, trends, processes, and skills
- Ability to lend sample objects for on-campus exhibition spaces.
- Engagement in the wider glass-art or creative communities
- Familiarity with the Central Area, local arts organizations, or related institutions
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion

### **Compensation:**

\$34.5/hr. Studio Coordinators benefits include a master membership, discounts on art supplies & framing, and continuing education vouchers for Pratt classes.

## **Application Requirements**

Please send following to **Glass Studio Manager, Fumi Amano** at [famano@pratt.org](mailto:famano@pratt.org). No calls or drop-ins please.

- Cover letter detailing your interest and qualifications. In addition, please include experience with DEI (diversity, equity, and inclusion) initiatives or experience working with communities of color
- Resume
- Three (3) embedded images of your Fusing piece
- Two (2) professional references

### **Application Deadline:**

Priority consideration given to applications received by Sunday, April 9th. Position is open until filled.

### **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.

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.*