Commissions and Production Coordinator

Who we are
GlassRoots sparks change and enables growth in individuals and communities through the transformative power of glass art. Building skills, igniting creativity, inspiring confidence and impacting economic vitality.

Since its founding in 2001, GlassRoots has engaged tens of thousands of Greater Newark-area youth and young adults with its programs, including free and low-cost school-based workshops, field trips, summer camps, fellowships, and internships. We also have robust public programming, professional artists’ rental space and a business line of awards and commissions.

GlassRoots is growing and will expand to a larger space by 2025. This expansion will double the current location’s square footage while staying rooted in the Newark Downtown community and the founding principles of expanding the arts for the BIPOC urban community in which we reside.

The expansion will allow us to build a new facility, expand our programming, and solidify GlassRoots as an arts anchor in northern New Jersey ready to serve the entire region. We are poised to become a significant glass art destination within the Northeast corridor and beyond. We currently have programs in glassblowing, flameworking, kilnwork, stained glass, mosaics, and more. The GlassRoots board has identified our commission business as key to sustainable growth. To support this expansion, we are hiring for a new Commissions and Production Assistant position.

What you will do:
- Act as a liaison between the commission’s sales representative and the studio production team.
- Maintain production schedules and communicate the fabrication timeframes with staff.
- Assist in awards production including but not limited to glassblowing, coldworking, simplifying client logos and designs, kiln working, etching, and
painting glass objects.
- Manage fulfillment processes, including invoicing, packing, and shipping logistics.
- Manage Shopify, our sales platform.
- Organize and maintain commissions showroom and storage area, work room, and inventory of glass items and packing supplies.
- Prepare and maintain client files, including orders, production notes, photos of awards, and presentations when available.
- Participate in weekly commission meetings.
- Manage inventory and ordering of production supplies, packaging and shipping supplies, materials and equipment needed to complete commissions.
- This job is part-time with room for growth.

What you will bring:
- Glassmaking skills, including glassblowing, coldworking, simplifying client logos and designs, kiln working, etching, and painting glass objects.
- Knowledge of Adobe Suite or other graphic design software
- Fluency in data management, in either Excel or Google Sheets
- Ability to articulate concepts to a team
- Strong time management skills
- Excellent verbal and written communication skills
- Organization and motivation

What we offer:
Commitment to Diversity, Equity, and Inclusion
We are committed to the principles of equal opportunity and diversity and to attracting and supporting a staff and board representing the rich diversity of our communities. We do not discriminate based on race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability.

Compensation
Hourly salary based upon experience. This is a part-time position. Benefits for part-time employees include sick time and studio trade time. This position is onsite and reports to the Commission Director.

To apply:
Please send your resume to Michelle Knox, Program Director, at mknox@glassroots.org. This is an open position that we hire for throughout the year.

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