

# GLASSROOTS

10 Bleeker Street, Newark, NJ 07102

[www.glassroots.org](http://www.glassroots.org) 973.353.9555

## Part-Time Flameshop and Flat Shop Instructor

The ideal candidate will have experience in flameworking and/or kiln-forming and will be available to work on an “as needed” basis on-site or at off-site locations such as a school or community building. The ideal candidate will also have experience instructing youth and adults. Hour rate is \$9 to \$19 an hour depending on experience.

Position begins as soon as December 1. This is part-time position and the hours will vary depending on class scheduling.

### Description:

To serve our mission, GlassRoots is seeking an experienced glass arts instructor. The ideal candidate will have experience in all aspects of flameworking and/or kiln-forming and will be available to work on an “as needed” basis on-site or at off-site locations such as a school or community building. The ideal candidate will also have experience instructing youth and adults. In lieu of experience candidate will have a strong desire to work in a youth serving art studio and receive on the job training. Pay will reflect that of an apprenticeship status.

### Responsibilities:

- Instruct and ensure compliance with policies and safety procedures
- Instruct students in all aspect of flameworking and kiln-forming
- Remove beads from mandrels and prepare to be used in jewelry for students or for sale in GlassRoots’ gift shop
- Offer technical advice to students
- Clean and organize studios
- Provide service and support to students, instructors and others in a consistently friendly, courteous and professional manner
- Required management of necessary forms and paperwork
- Work closely with program director to plan, coordinate and implement studio programs
- Represent and company at trade shows, exhibitions and fundraising events
- Create products for earned income sales
- Other duties as may be assigned

### Qualifications:

- Flameworking and kiln-forming experience preferred; not required
- Creative personality
- References required
- Ability to clear background check
- Must have own transportation

### Additional desired skills:

- Public speaking
- Writing skills
- Networking skills

- Knowledge of Newark art scene, community organizations and non-profits
- Ability to multi-task, well organized
- Ability to meet deadlines
- Knowledge of glass art
- Proficient in Abode Creative Suite

**Employment Terms:** Rate depending on experience.

Read more about GlassRoots at [www.glassroots.org](http://www.glassroots.org). Candidates must have ability to clear background checks and must have their own transportation.

**Important:** To apply, email a cover letter in the body of your message including salary requirements and attach resume to [jobs@glassroots.org](mailto:jobs@glassroots.org). Please indicate the job in the subject field. No calls please.