



We're Hiring! Studio Manager

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 and professional artists' rental space.

GlassRoots is growing and will expand to a larger space by 2025 (nearly 10,000 square feet!). This will double the current location's square footage while staying rooted in the Newark Downtown community and the founding principles of expanding arts access for the BIPOC urban community in which we reside.

The expansion will allow us to build a new facility with new equipment, expand our programming, and solidify GlassRoots as an anchor arts center in northern New Jersey serving the entire region. We currently have programs in glassblowing, flameworking, kilnwork, stained glass, mosaics, and more. The Studio Manager will be a key player in both the day-to-day life of the studios and part of the imagining and planning that will guide the buildout of the new facility.

The Studio Manager will join a team of arts professionals who are committed to the vision of GlassRoots' future as an anchor arts institution in Newark, a significant glass art destination in the Northeast corridor, and an internationally-recognized glass art facility.

Who you are:

The Studio Manager is a key leadership role that will oversee all operations and the expansion of a contemporary art glass center in the heart of Newark, NJ. This is a new position that will allow us to extend our programming and hours of operation while developing into one of the country's premiere glass-making facilities.

We envision a Studio Manager who is a highly-motivated self-starter, able to complete high-level tasks with minimal supervision, and is energized by our mission to change the narrative of who can be a glass artist. You will interface with youth and adults, aspiring artists and life-long learners, as well as a community of professional glass artists.

What you'll do:

- Oversee the technical operations of the glass art studios as it pertains to educational programming and renters, including the hot shop, flameworking, kiln studios, and cold shop.
- Oversee maintenance of furnace, glory holes, kilns, and other miscellaneous equipment.



- Maintain a complex studio and staffing calendar with the Director of Programs.
- Possess the ability to be part of the management team.
- Assist in managing team of studio assistants to maintain a business that operates 6 - 7 days a week.
- Organize studios for instructional, rentals and event needs.
- Oversee supply ordering with attention to a nonprofit budget.
- Ensure the highest level of health and safety standards across all studio areas.
- Teach glassblowing or other classes, depending on skills.
- Provide training to clients and staff as needed on proper studio practices, policies, and procedures.
- Other responsibilities may include teaching and glass fabrication

This is a 40-hour/week position. The Studio Manager must be available to work weeknights and weekends, as needed.

What you'll bring:

- 5-10 years of glass art/fabrication experience. 2-5 years of studio management experience.
- Possess an in-depth understanding of hot shop studio functions, including maintaining a glass furnace, glory holes, kilns, and other miscellaneous equipment.
- Understand the glass charging process thoroughly and can perform this task as needed and train others.
- Possess an in-depth understanding of flame shop, cold shop, and kiln casting operations and equipment, including maintenance and repairs.
- Ability to lift 50 lbs and withstand long periods of standing and high temperatures.

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

Salary range is \$55,000-65,000, based upon experience. GlassRoots offers generous benefits, including health, dental and vision insurance, life insurance, vacation, sick time, and holidays, professional development opportunities, and studio trade time. This position is onsite and reports to the Program Director.

To apply

Please send **resume** and **cover letter** expressing why you are interested in this position to Michelle Knox, Program Director, at mknox@glassroots.org. Applicants are encouraged to apply by January 31st. This position is open until filled.

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