



Your artist is inside
1902 South Main Street
Seattle, WA 98144-2206
T: (206) 328-2200
F: (206) 328-1260
www.pratt.org

Employment Offer at Pratt Fine Arts Center

Title Part-Time Charger/Closer
Department Glass Department
Reports To Glass Studio Technician

Applications will be reviewed September 1, 2018

Job Summary

The Charger/Closer position at Pratt Fine Arts Center has two primary responsibilities: closing and securing Pratt's facilities each night and charging the glass furnace as needed. The Charger/Closer position also includes a public-relations/customer service aspect. As the only staff member usually present after 10:00pm, the Charger/Closer is called upon at times for assistance with escorting a student or instructor to their vehicle, addressing equipment problems in the facility or studios, or waiting until a student's late ride arrives.

The Charger/Closer position is a part time position with a variable schedule to provide coverage 7 nights a week. Pratt generally has a team of two Charger/Closer's. The position reports to the Glass Studio Technician.

Essential Job Functions

Closing

- Check-in with front deskstaff to determine if there are any issues or concerns for the facility.
- Secure all exterior doors and gates in all three of Pratt's buildings.
- Verify that exterior windows are closed and locked and that the studios, offices, and restrooms are vacant.
- Check thermostats and ventilation for appropriate settings based on current weather.
- Turn off lights where needed and close all interior doors.
- Assure that natural gas and propane supplies are shut off in the Hot Shop, Flame Shop, Forging Studio, and Jewelry Studios.
- Set the alarm systems in all three buildings.
- Other duties as assigned.



Your artist is inside
1902 South Main Street
Seattle, WA 98144-2206
T: (206) 328-2200
F: (206) 328-1260
www.pratt.org

Essential Job Functions cont.

Charging

- Determine if the glass furnace needs to be charged based on upcoming usage or predetermined charging schedule.
- Move new cullet into the building as needed.
- Sort and load any clear cullet for in-house recycling.
- Load new and/or recycled cullet for each charging cycle.
- Run charging program on furnace controller.
- Clean up as necessary after charging the furnace.

Minimum Requirements

- Reliability, punctuality, and the ability to work independently.
- Excellent communication and customer service skills.
- The ability to deal with unexpected problems and emergencies, technical or customer service.
- Flexible schedule including the ability to work a swing or graveyard shift.
- Ability to lift 75 pounds.
- Arts and hot shop background preferred.

To Apply

Please submit your resume and letter of interest to Chuck Lopez, Glass Studio Technician at clopez@pratt.org or mail/in person at 1902 S. Main Street, Seattle WA 98144. **Deadline to apply is August 31, 2018**

Disclaimer

The above statements are intended to describe the general nature and level of work 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 programming and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. People of color are encouraged to apply.