



<b>Title</b>	Glass Studio Manager
<b>Department(s)</b>	Programs
<b>Reports to</b>	Deputy Director
<b>FTE</b>	Full-time
<b>Status</b>	Non-Exempt

### **Job summary**

Reporting to the Deputy Director, the Glass Studio Manager will be responsible for the overall vision, direction, budget, and management of Pratt's glass programs, including an ongoing array of educational offerings as well as a studio access program for independent artists. The Glass Studio Manager supervises Pratt's full-time Glass Technician as well as part-time glass staff, including instructors, teaching assistants, and access coordinators. This employee works closely with the other Studio Managers to build community and maintain positive relationships with partnering organizations and community members, as well as to form and drive the mission and vision of Pratt as it relates to the department and program excellence.

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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**

The Glass Studio Manager is responsible for creating educational experiences for a diverse group of people and providing resources in the studios that meet the needs of individual practicing artists. The Glass Studio Manager will work closely with the Deputy Director to refine and strengthen class offerings, studio access, and outreach initiatives. This employee will work full-time from Pratt's campus in Seattle, with occasional weekend and evening hours required. Primary responsibilities include:

- Develop and schedule an ongoing variety of classes and workshops to serve students of all backgrounds and skill levels
- Administration of program content including writing class descriptions, securing images and instructor bios, proper entry into registration software systems, as well as effective communication and coordination with other departments
- Regular communication with students and access users
- Coordinate all glass custom classes
- Foster the growth and success of the studio access program within the Glass Studios, including safety oversight, proficiency testing, policy enforcement, and general communications
- Build annual budget and maintain expense tracking with consideration of curriculum needs, budget capacity, and enrollment trends

- Manage scheduling and supplies for all classes as well as studio maintenance needs
- Recruit, train, supervise, and evaluate instructors and teaching assistants
- Serve as the primary contact for Pratt policy and procedure compliance for glass staff, students, and access users
- Recruit and institute Master Artist workshop offerings
- Supervise/manage all glass staff, including Pratt's full-time Glass Technician and part-time Access Coordinators, Studio Monitors, and volunteers
- Create, maintain, and communicate studio policies, procedures, and standards to support staff, instructors and teaching assistants, students, volunteers, and studio access users
- Ensure proper management of maintenance and inventory controls for the department facilities, tools, equipment, and studio supplies while meeting determined budgetary and revenue goals
- Create and maintain community partnerships between Pratt and local glass entities; serve as an ambassador for Pratt for new engagement in the glass studios
- Work closely with instructors, staff, and community to ensure a positive and engaging experience for the students and access users
- Participate in annual org-wide events such as Open House and Pratt's annual fundraiser
- Work with other staff to plan and assist Pratt events and coordinate all studio-related community and special events and outreach opportunities, including hosting demos for Refract

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in a related field or equivalent experience
- Prior experience in arts management, teaching, and/or administration for a nonprofit
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity, and inclusion
- Broad knowledge of glass-related topics, trends, processes, and skills
- Strong oral/written communication and project management skills
- Experience with projects and budget management, purchasing and inventory systems, and cost estimation
- Detail-oriented with management and leadership skills
- Networking skills within the local, regional, and national glass communities
- Strong organizational skills and the ability to work as part of a team and build professional relationships in the community
- Database experience and working knowledge of MS office

## **PREFERRED QUALIFICATIONS**

- Ability to build strong relationships with diverse community partners
- 3+ years of experience in arts programming and/or production
- Working knowledge of glass studio equipment and maintenance, particularly hot shop equipment
- Familiarity with the Central District, local arts organizations, or related institutions
- Passion for innovative glass-related education program building for multi-generational audiences

- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Practicing artist with connection to local community
- Positive, can-do attitude and a sense of humor
- Ability to manage frequent interruptions and switch tasks quickly and effectively between studio management and customer service
- Comfortable working in a busy office setting as well as the loud, often dirty atmosphere of the studios

## **COMPENSATION**

The salary range for this position is \$29-32/hour, dependent on experience. Benefits include employer-paid medical and dental insurance, PTO, paid release time for professional development, and paid holidays. Long-term disability is provided. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

## **APPLICATION REQUIREMENTS**

Please send a resume, three references, and a cover letter outlining your interest, qualifications, and commitment to diversity, equity and inclusion to Natalia Torres, Deputy Director, at [ntorres@pratt.org](mailto:ntorres@pratt.org). No calls or drop-ins, please.

## **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.

## **APPLICATION DEADLINE**

January 4, 2026

*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.*