Ox-Bow School of Art and Artists’ Residency

Position Title: Glass Studio Technician  
Reports to: Glass Studio Manager  
Location: Saugatuck, Michigan  
Position Classification: Seasonal, Full Time, Non-Exempt, Salaried  
Compensation: $16.00/hr  
Eligible for Overtime, Paid Time Off, and Paid Holidays; Daily Meals Included

Revised June 2023

POSITION SUMMARY

Ox-Bow School of Art is an 113-year old art school and artists’ residency. The Glass Studio Technician works in a direct, hands-on capacity with the Glass Studio Manager, faculty and other staff to ensure a quality, supportive learning environment for a range of skill levels and to cultivate a community of learners. The Technician supports the successful technical function of the glass studio; builds and maintains effective relationships with students, studio members and faculty; and utilizes strong communication skills. The Technician will work with other glass studio staff, the Campus Manager and the Campus Director to ensure an organized, cohesive working environment.

This is a residential position during the scheduled working season; room and board will be provided. This seasonal position runs from early August through early November. Schedule will include evening and weekend hours. This position is a 1-season contract with the option for annual renewal up to 3-seasons pending satisfactory performance review.

ESSENTIAL DUTIES AND RESPONSIBILITIES

● Perform studio preparation, organization and maintenance
● Assist with studio equipment improvements and upgrades
● Assist faculty with demonstrations as assigned
● Assist students with techniques and processes taught in courses
● Assist with the teaching of private classes, working directly with rental guests and students
● Facilitate discussion and engage with students
● Classroom cleanup, upholding all COVID-19 mitigation standards
● Additional tasks as assigned by the Glass Studio Manager
● Produce art items for promotional and fundraising purposes as assigned
● Other project- and event-based support as determined by the Campus Director; including but not limited to office, housekeeping, maintenance, and event/ hospitality support
EDUCATION/JOB EXPERIENCE/CERTIFICATIONS

- At least two years experience in a glass studio preferred
- A solid fluency in foundational glass skills using hot and kiln casting, cold shop methods, and glass blowing

SPECIAL KNOWLEDGE AND QUALIFICATIONS

- Ability to work with a wide-range of skill levels, personalities, and backgrounds and modify technical and operational strategies to optimize learning experience
- Must have excellent people skills; possess excellent communication skills – written and verbal
- Must be a team player able to work independently as well as in a group
- Must be innovative, resourceful, patient, and tenacious
- Must be able to travel to and from Ox-Bow Saugatuck campus and/or various vendor locations in the West Michigan region
- A passion for the arts preferred

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be able to stand, bend, and routinely lift supplies and equipment weighing up to 75 lbs
- Must be able to stand for extended periods of time
- Ability to traverse uneven terrain including stairs
- Ability to work indoors and outdoors in high heat and humidity
- Ability to work around potentially hazardous materials and loud noise
- Ability to wear personal protective equipment correctly for most of the day while organizational COVID-19 safety protocols are in place
- Ability to work nights and weekends

TO APPLY:

Submit a completed application via submittable https://ox-bow.submittable.com/submit. You will be directed to our main page; click the position(s) and follow the instructions. Resumes/CVs and Cover Letters are preferred. If you have any question regarding the position or application process, please contact Claire Arctander, Campus Director at carctander@ox-bow.org. For more information about Ox-Bow School of Art, visit https://www.ox-bow.org/.

Working At Ox-Bow

Ox-Bow School of Art and Artists’ Residency, founded in 1910, offers a wide range of opportunities for artists at all stages of their careers. Our campus is nestled on a peninsular interdunal wetland in Saugatuck, MI. With programs that target degree-seeking students, professional artists and those new to
the field, Ox-Bow builds a supportive frame in which artists can push their practices in new directions. Ox-Bow’s community is expansive and ever-evolving. Working at Ox-Bow is a unique experience. Our staff consists of both year-round and seasonal positions. Some staff live on campus during their working months, while others commute or work remotely both within the state of Michigan and beyond.

Working at Ox-Bow is working at the intersection of education, hospitality and culture. Together we seek to create a welcoming environment that nurtures the creative process while building community across generations, career stages, disciplines and identities. With over 100 years of arts education behind us, we have a vast community of alumni, including staff, students, resident artists, faculty, and community supporters, who love and care for Ox-Bow. Working at Ox-Bow is to become part of that community, and help sustain a historic non-profit arts organization for current and future generations of artists and art lovers.

At Ox-Bow we have a vision to be a place where a diverse mix of talented people want to come, lend their creativity, and work in support of an evolving, yet historic, art school. We pride ourselves on thinking and acting creatively, and recognize that part of what makes us a unique place for both our staff and students, is the talent and dedication of our employees.

Ox-Bow is committed to diversity and inclusion, we believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity and national origin and work to reflect that in our classrooms, programming, faculty, staff and board.

**Equal Opportunity Employment**

Ox-Bow School of Art and Artists’ Residency is committed to providing an inclusive and welcoming environment for its students, visitors, faculty, and staff, and to ensuring that educational and employment decisions are based on an individual’s abilities and qualifications. Ox-Bow does not tolerate unlawful discrimination based on race, color, sex, religion, national origin, disability, age, sexual orientation, gender identity, military or former military status, or any other status protected by federal, state or local law, in its programs and activities, public accommodations or employment practices.