Title: Workshop and Make-it-Now Teaching Assistant (TA)

Status: Independent Contractor
Reports To: Outreach Coordinator

Summary
The Teaching Assistant will work in PGC’s hot shop, cold shop, warm shop, or flame shop, assisting with workshops and Make-It-Now experiences. The Teaching Assistant will need to work closely with both the administrative and technical staff at PGC and will need to convey a team attitude in all interactions with staff, students and the public.

Essential Duties and Responsibilities
1. Be able to work in a team
2. Communicate with people of all ages and abilities
3. Bring bits to the instructor to apply as stems/hooks for pumpkins/ornaments
4. Place workshop items into the annealer
5. Write down student names and item colors
6. Cycle pipes and punties
7. Torch puntie marks
8. Ensure that students are wearing proper personal protective equipment
9. Help to keep students safe

Education/Experience Requirements
Preferred 24 hours of glass experience.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand on concrete floors; use hands to blow glass; and talk or hear. The employee may occasionally lift and /or move up to 25 pounds. The work environment characteristics are representative of those an employee encounters in an studio environment.

Wages
The compensation for the independent contractor position is $15/hr.

Diversity Statement
PGC is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment and strongly encourages applications from minorities and women.

The Pittsburgh Glass Center values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. The Pittsburgh Glass Center does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs, and other PGC administered programs and activities.

To Apply
Submit a cover letter with your interest in the position, current resume, three references with phone and email (no letters), and five images of your work to Margaret Spacapan via email at margaret@pittsburghglasscenter.org or via mail 5472 Penn Ave, Pittsburgh, PA. Applications are accepted on a rolling basis, and individuals will hear back about their application by the 15th of each month.
**About PGC**

Pittsburgh Glass Center is a nonprofit, public access school, gallery and state-of-the-art glass studio dedicated to teaching, creating and promoting glass art. World-renowned artists come here to make studio glass art. People interested in learning more about glass come here to take a class, explore the contemporary gallery and watch live hot glass demonstrations. As one of the top glass art centers in the world, we pride ourselves on providing exceptional resources and instruction to expand the skills and knowledge of our students and artists. We strive to foster a new generation of glass artists and enthusiasts here in the Pittsburgh region.

Pittsburgh Glass Center is an important arts organization in Pittsburgh that is helping the city connect its history as a major producer in glass to its creative future through the innovative use of glass as art.

**Mission**

Glass Art: We teach it. We create it. We promote it. We support those who make it.

**Vision**

PGC fuels a thriving glass art ecosystem of people, facilities and innovative programming that together shape our region’s creative economy. From the casually curious to the master artist, PGC welcomes and nurtures everyone so they are **amazed, inspired** and **transformed**.

**Scope & Audiences**

We share our passion locally, nationally and internationally to make the glass art community more diverse, vibrant and accessible.

**Guiding Principles**

Our guiding principles of creativity, collaboration, sustainability, diversity, and excellence, enable us to extend our region’s proud glass legacy far into the future.

*Revised 9/2019*