

**Title: Temporary Hot Glass Teaching Assistant (HGTA)**  
**Status: Part Time (10 hours per week)**  
**Reports To: Hot and Cold Glass Coordinator**

Passionate about the arts? Looking for a new challenge and the opportunity to make a difference in your community? We're looking for creative, motivated people like you!

The Hot Glass Teaching Assistant will work in PGC's hot shop, which will include assisting with teaching classes and workshops, as well as assisting with other projects as necessary. The HGTA will need to work closely with both the administrative and technical staff at PGC, and will need to demonstrate ability to work in a collaborative team environment in all interactions with staff, students, and the public.

A successful candidate will be comfortable working a very flexible and sporadic schedule including weekends and evening hours. Although, every effort will be made to provide advance notice of scheduling changes, some last-minute cancellations or changes may occur.

**Essential Duties and Responsibilities**

1. Provide assistance with workshops and demonstrations to people of all ages and abilities
2. Be able to work in a team and independently in the Hot Shop as a glassblower
3. Be a point person/lead TA and be able to answer questions in a leadership role for other TA's.
4. Provide offsite demonstrations with PGC's Hot Wheels mobile glassblowing unit
5. Ability to perform basic coldworking tasks as needed
6. Demonstrates a commitment to diversity, equity, inclusion, and accessibility through continuous development and learning, modeling inclusive behaviors, and proactively managing bias.
7. Performs other work as required

**Knowledge, Skills and Abilities**

The Hot Glass Teaching Assistant should have knowledge of the glassblowing process and be trained as a glassblower. They must work well with diverse groups and audiences, and be able to explain the glassblowing process while working with the general public. Proficiency in teaching hands-on workshops is important to your success in the role

**Education/Experience Requirements**

At least 2 years glassblowing experience with a preference for at least 1 year of TA experience. Must be comfortable blowing glass while explaining key processes to the public. Must be open to constructive criticism and be teachable.

Not sure you meet all our expectations? Don't think of this job description as a mandatory, comprehensive list. If you believe that you could excel in this role, we encourage you to apply. Whether you're new to teaching, returning to work after a gap in employment, or simply looking to transition, we would love to hear from you. Use your cover letter/application email to tell us about your interest in the position and what you could bring to this role.

### 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 job functions. While performing the duties of this job, the employee is regularly required to stand on concrete floors; be able to physically blow glass and coldwork; and talk or hear. The employee may occasionally lift and/or move up to 50 pounds. The work environment characteristics are representative of those an employee encounters in a studio environment.

This position description in no way states or implies that these are the only job duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by persons authorized to give instructions or assignments.

### Salary & Benefits

The starting salary for the part-time position is \$20 per hour. Employee will also receive \$75 worth of studio rental time per week that does not accumulate if unused. Employee will be eligible for discounted or free classes. The position starts on August 28th and continues through December 22, 2023. The HGTA will be trained throughout the session with the hope that they will gain experience and be able to instruct workshops in the future.

### Diversity Statement

PGC is an Equal Opportunity Employer and we are dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment. PGC 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. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

### To Apply

Applicants should submit a resume, and a cover letter/introductory email that explains their experience in relation to the work, responsibilities, and qualifications listed here.

All inquiries and resumes should be sent via email to [jobsearch@pittsburghglasscenter.org](mailto:jobsearch@pittsburghglasscenter.org) and applications will be reviewed until the position is filled.