

Exhibitions & Retail Apprenticeship

One Year Apprenticeship, 32hrs/week

Reports to: Program Director and Retail Director

Pittsburgh Glass Center (PGC) is a nonprofit arts organization dedicated to glassmaking, education, and community engagement. We welcome artists, students, and visitors from around the world and strive to create an inclusive, inspiring environment for all who walk through our doors.

The Exhibitions & Retail Apprenticeship offers an emerging arts professional hands-on experience in exhibition planning, art handling, retail operations, artist relations, merchandising, and sales within a nonprofit arts organization. The apprentice will work closely with Exhibition, Retail, Programming, Marketing, and other PGC staff while building relationships with artists, curators, customers, and Pittsburgh's creative community.

Key Responsibilities

Exhibitions

- Assist with exhibition planning, artist communication, artwork intake and return, shipping, installation, de-installation, and gallery maintenance.
- Support exhibition openings, artist events, display cases, and visitor engagement at The Corner Gallery.

Retail

- Assist with seasonal displays, merchandising, inventory, packaging, shipping, artist features, product development, and other retail initiatives.
- Support off-site retail events and work in guest-facing roles during openings, events, and other special programs.

Artist & Community Engagement

- Develop professional skills communicating with artists about exhibitions, sales, shipping, artwork, and product development.
- Help coordinate artist-focused events and two annual learning opportunities for Pittsburgh artists.

Marketing & Content Creation

- Gather photographs, stories, product information, and other visual and written content to promote artists, exhibitions, artwork, products, and retail programs.

Core Apprentice Projects

SiO₂ Youth Art Exhibition—Support the annual SiO₂ Youth Art Exhibition from planning through installation and events, including student communication, artwork intake and inventory, visitor engagement, and coordination with Exhibition and Programming staff.

Tech Apprentice Show—Lead the development, planning, and execution of the annual Tech Apprentice Show, working with staff and participating artists from concept through installation, opening, and de-installation.

Seasonal Mosaic Kits—Lead the creative development and production of seasonal mosaic kits with the Retail Director, developing products that are engaging for customers and aligned with PGC's retail goals.

Display Cases—Support the planning, communication, and execution of the second- and third-floor display cases with the Retail and Programming Directors.

Learning & Professional Development

Throughout the year, the apprentice will gain hands-on experience in exhibition planning and installation, art handling and inventory, artist communication, retail operations, merchandising, artwork sales, content creation, professional communication, and project management. They will attend staff meetings, work across departments, and gradually take on more independent projects.

The apprentice will also participate in Programming Committee meetings and visit local galleries, museums, and arts organizations to learn about different approaches to programming, artist relationships, exhibitions, and arts commerce.

Qualifications

- Strong interest in nonprofit arts organizations, artist-based commerce, exhibitions, or retail.
- Organized, dependable, detail-oriented, and able to manage multiple priorities and deadlines.
- Strong written and verbal communication skills and comfort working collaboratively with artists, staff, customers, and the public.
- Willingness to learn, ask questions, take initiative, and work in a dynamic, creative environment.
- Comfort assisting with installation, de-installation, packing, and art handling with appropriate training, guidance, and accommodations as needed.
- Experience in the arts, education, hospitality, customer service, events, or nonprofit work is helpful but not required.

Schedule & Work Environment

This is a one-year apprenticeship working 32 hours per week. The position combines administrative, creative, hands-on, and public-facing work in galleries, the PGC Shop, front desk and event spaces, and at occasional off-site retail events. Responsibilities vary with PGC's exhibition, retail, and programming calendars, and some evening and weekend work is required.

The apprentice will receive training and mentorship from PGC staff and will progressively take on greater independence and responsibility throughout the year.

Physical Demands

This position includes office, gallery, retail, and studio-based work. Activities may include sitting or standing for periods of time, moving throughout PGC, using office equipment, and assisting with exhibition installation, art handling, packing, inventory, merchandising, events, and moving materials or displays.

PGC is committed to providing an accessible and inclusive work environment. We recognize that there are many ways to successfully perform the responsibilities of this position and welcome conversations about reasonable accommodations, adaptive approaches, or other supports that enable an apprentice to participate fully in the role.

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Salary & Benefits

PGC provides a stipend of \$600/month, housing, and health insurance. Apprentices have private bedrooms in one of two fully furnished, shared living spaces within walking distance of Pittsburgh Glass Center. Apprentices may take a complimentary class during each class term, including a week-long summer intensive, and have ample access to the glass studios to create their own work outside scheduled duties, as the programming schedule allows.

Commitment to Diversity, Equity, & Inclusion

PGC is an Equal Opportunity Employer and is dedicated to building a culturally diverse staff committed to teaching and working in a multicultural environment. PGC does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

Reasonable Accommodations

Pittsburgh Glass Center is committed to accessibility, diversity, equity, and inclusion throughout the hiring process. To request a reasonable accommodation, or to share feedback about making our hiring process more accessible for neurodivergent people, people with disabilities, and diverse communities, please contact Heather McElwee at heather@pittsburghglasscenter.org.

To Apply

Please submit a resume and an introductory email or cover letter describing your interest in the position and relevant experience to jobsearch@pittsburghglasscenter.org with the subject line: "Exhibitions & Retail Apprentice Application." Apply by October 31, 2026 for a January 1, 2027 start date.

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Scan the
code to explore
opportunities
at PGC now



Pittsburgh is the perfect place to live, work, and create.

There are so many reasons why:

- **Pittsburgh Glass Center, a state-of-the-art public access glass art facility**
- **Vibrant, growing, and diverse glass community**
- **Opportunities to work in glass**
 - **Residency, exhibition, and retail opportunities**
 - **Affordable and fun city living**

State-of-the-art studios

Pittsburgh Glass Center (PGC) is internationally recognized as one of the United States' premier glass facilities. Artists from around the world continue to recognize PGC as one of the best facilities for glass artists at any level. They say that the equipment is top notch and the support and welcoming attitude is second to none.

PGC recently updated and doubled the size of the flame, kiln, and cold shops, added a second professional hot shop, a neon and plasma shop and fabrication lab with digital design technology such as a 3D printer, waterjet cutter, laser cutter, and CNC machinery. The studio is public access and available for anyone to rent and create.

Vibrant growing glass community

PGC opened in 2001 and has been growing ever since. Over 60 glass artists have moved to Pittsburgh to live and make their art at Pittsburgh Glass Center or in their own studios. They join our local professional and aspiring glass artists. Together they make up a vibrant community of glass artists, many of whom make a living by selling their art and use PGC as their home studio.

Living in Pittsburgh, Pennsylvania

Also known as the "The City of Bridges," Pittsburgh is a great place to live and is often recognized as one of the most livable cities in the U.S. The median price for a single-family home in the Pittsburgh area is 42.3% less than the national average, while rent is 36.5% lower—meaning that your money goes further here than in other big cities, like New York, Boston and Seattle. Pittsburgh lies within 500 miles of more than half the U.S. population and less than a 90-minute flight from half of North America's population. Driving time to Toledo is 3.5 hours, 2 hours to Cleveland, 4 hours to Detroit, 4.5 hours to DC, and 6 hours to NYC.

The City is home to over 100 museums and a thriving, collaborative arts community that includes iconic organizations like the Carnegie Museum of Art and the Andy Warhol Museum. In Pittsburgh, you can have a life you love at work and outside of it, whether that means biking to the studio, enjoying our many breweries or restaurants with award-winning chefs or relaxing on or near our three signature rivers.

Learn more about our region at www.visitpittsburgh.com and www.pittsburghregion.org/living.



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Opportunities to work in glass

PGC has expanded to meet the increasing demand for glass art instruction and creation. Now that we have increased capacity, we need more instructors. Pittsburgh Glass Center is looking for glassmakers of all types to work as instructors and assistants.

PGC offers a variety of classes from 20-minute quick experiences to 2-hour workshops and extended classes for all skill levels from beginner to expert. We partner with local colleges, universities, and public and private schools to offer classes for credit and after school youth programming. We educate nearly 60,000 individuals annually which is why we need your expertise.



Instructors have the most hands-on interaction with the guests, helping them make each piece of art while communicating the process and facilitating a fun atmosphere. The assistants bring bits, put work in the annealers, answer questions, and, in general, help make sure the class runs smoothly. We pride ourselves on offering fair compensation for our instructors and assistants, as well as offering many training opportunities for our glassmakers.

PART TIME TEACHING ASSISTANT (TA) *This position guarantees a specific number of hours per week (typically 10) to assist in workshops and Make-It-Now events. The goal of this position is to progress to an instructor position. Training happens regularly to help with this progression. This position also receives priority scheduling in the hot shop to use compensation hours.*

PART TIME INSTRUCTOR *This position guarantees a specific number of hours per week (typically 20) to instruct and work with the public making objects in workshops and Make-It-Now events. This position receives priority scheduling in the hot shop to use compensation hours. This position starts off seasonal with the potential of becoming a year-round permanent position.*

INDEPENDENT CONTRACTOR *These teaching artists can pick and choose the events they want to work at PGC in any of the studios. This is great for people looking for extra flexibility in their schedule. PGC offers ample opportunities for this position in many roles and it can easily complement any of the other positions to create more working hours if desired. Each instructor and TA must be approved by the studio manager. PGC offers comparable pay for instructors and TAs to other glass studios around the country.*

TECH APPRENTICE *The Technical Apprenticeship (typically 32 hours/week) is an educational work opportunity designed for students who have completed their undergraduate study in glass art (or who have similar experience but have not completed a four-year degree program) and are looking to gain professional studio experience in a state-of-the-art, public-access studio. Unlimited access to all of the studios (when not in use), housing, and a living stipend are all part of the compensation package. Many of PGC's tech apprentices stay in Pittsburgh and continue to work with glass. You can also find graduates of the program at respected glass institutions around the country or running their own successful studios.*



Visit www.pittsburghglasscenter.org/careers or scan the code to learn about these work opportunities and more!