

Deputy Director

Full time year round exempt status

Deadline to apply: Monday, July 8, 2019

About Pilchuck

Pilchuck Glass School (PGS) is an international center for glass art education. Our serene 55-acre campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains in the heart of an active tree farm. PGS has a gallery and administrative office in Seattle, Washington, located in Pioneer Square.

From May through September every year, our [summer program](#) offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers [residencies](#) for both emerging and established artists during the fall and spring. Increasingly, PGS is introducing new programming to populations who have traditionally lacked access to this type of educational experience.

Additional information can be found at www.pilchuck.com.

About the position

The Deputy Director (DD) is a full-time exempt position and serves as the second in command and a key advisor to the Executive Director. The DD will be a leader among the year-round staff as well as the seasonal staff during the summer on the Stanwood Campus. A key administrative aspect to the job is acting as a staff liaison to select committees and reporting at quarterly Board meetings. Under the guidance of the Executive Director, the DD will also support the implementation of the strategic direction of PGS within established budgets, timelines, and other operational constraints. This position will be based out of the Stanwood campus location.

The DD must build trust among the staff, provide highly-considered recommendations to the Executive Director, and assure that the organization is operating in alignment with established strategic direction. The position requires flexibility that aligns with seasonal ebb and flow of PGS summer sessions, special events, and various meetings. The DD will work 40+ hours per week, occasionally travel between the Stanwood and Seattle offices, and regularly work evenings and weekends – especially during the spring – fall programming on campus. The DD must be ready to respond to issues in all areas of campus as they arise.

This is a new position for Pilchuck Glass School and it is intended to provide operational oversight to allow the Executive Director and Artistic Director time to increase their work with individual donors, establish new program partners, and develop grant-fundable projects. The Deputy Director will also provide leadership in exploring new earned income opportunities. To accomplish this, the DD will work closely with the Artistic Director, Director of Development, campus managers, as well as PGS external partners and constituents. The Deputy Director reports to the Executive Director.



Position responsibilities

- **Counselor for the Executive Director** – The DD will keep the Executive Director apprised of all operational issues (program progress, staff performance, constituent service, vendor relations, etc.) both positive and negative.
- **Leadership** – The Deputy Director will work in close consultation with the other Director-level staff and serve as the Director in the absence of the Executive Director.
- **Strategic Direction** – The DD will provide input on key organizational decisions such as staff structure, program changes, and improvements to processes.
- **Staff Management** –The DD will assist in staff conflict resolution, addressing basic HR concerns, and administer annual staff review process/timeline.
- **Earned Income Opportunities** – The Deputy Director will work closely with the Executive Director and other campus staff to implement new earned income opportunities on campus including but not limited to mission related rentals, corporate retreats, or weddings.
- **Scheduling** - The DD will schedule staff meetings, making sure that open lines of communication are kept between the Seattle and Stanwood offices. The DD will also assist the Executive Director in schedules for Board meetings and various committee meetings.
- **Board and Committee** – The Deputy Director will act as a liaison with the full board and committees as assigned by the Executive Director.
- **Other Duties as assigned** – From time to time, special projects or side duties may be assigned to the Deputy from the Executive Director.

Required skills

- Excellent organizational skills
- Sound judgement to interpret situations, consider big-picture implications and make right decisions, avoiding conflicts, to ensure smooth functioning of the school
- Strong people skills earning the trust and respect of a diverse school community while maintaining a respectful, even-tempered management style.
- Possess a deep knowledge of glass processes for the execution of this job. Applicant should already have this skill set or present a plan and willingness to quickly get up to speed.
- Excellent written and verbal communication skills
- High degree of accuracy, consistency, efficiency, with an attention to detail
- Self-starter who can work independently
- Function effectively in a team environment (no job is too big or too small)
- Ability to prioritize and handle multiple projects under pressure
- High level of honesty, integrity and confidentiality – along with a sense of humor.

Minimum Qualifications

- Master's Degree preferred, Bachelor's degree or equivalent experience is required
- 2 – 3 years of experience in operations, programs, staff oversight, and financial management
- Experience in supervision and coaching of others
- Solid understanding of budgets, planning, and reporting
- Computer knowledge with skillset including MS Office products
- Employees must be able to regularly navigate a sprawling campus with multiple buildings, stairs, and uneven terrain in order to perform essential functions of the job. Reasonable accommodations may be made to for qualified candidates with disabilities.



Compensation and Benefits

Salary is dependent on qualifications and experience and ranges from \$95,000 to \$110,000. Relocation assistance is available for those moving from outside the region. Benefits include health insurance benefits, FSA plan, 401(k) retirement enrollment after six months, subsidized transportation pass, vacation and sick leave. We strive to maintain a flexible workplace that allows employees to take advantage of other professional training, exhibition, or educational opportunities as the schedule allows.

How to apply:

The deadline to apply is 5:00 PM Pacific on Monday, July 8, 2019. Applications will be reviewed on an on-going basis through the deadline with a goal of having a candidate in place by the end of August 2019. We will only respond to candidates who most closely align with our needs, no phone calls please.

Required application materials are:

- 1) a cover letter expressing your interest and qualifications for the position
- 2) a professional resume of outlining the skills relevant to this position,
- 3) the names and contacts of four professional references who can speak to the relevancy of your background to this position.

All materials are accepted electronically (PDF Preferred) and sent to jobsearch@pilchuck.com on or before the deadline. (References will NOT be contacted without prior consent). Recommendations are also accepted, please include name and contact information to the email above.

Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.

