

**PILCHUCK
GLASS
SCHOOL**

2019 SUMMER STAFF OPPORTUNITIES

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CAMPUS ASSISTANT ROLES

Night Monitor

Night monitor is up overnight from 11:00PM to 6AM. Campus is active 24/7, often people are awake until 4AM and at 5AM others start to wake for working in the hot shop. This role is for all experience levels in glass who are night owls.

General outline of tasks

- Must have a valid driver license
- Oversees activity on campus at night, contacting YR staff as needed
- Checks that the Hot Shop and Annex are shut down after classes, annealers cycled and charges the furnaces
- Checks Cold Shop is closed, lights off and compressor is off
- Checks that the Flat Shop gasses are shut off
- Checks on Studio Building, kilns, wax pots and mold dryer
- Checks that Wood & Metal Studio is closed and locked
- Handles any projects requiring overnight attention as requested by the Studio Coordinators
- Turns lights off and other unused equipment around campus
- Provides a ride to any program participant to a hospital if needed
- Launders studio towels as requested by the Studio Coordinators
- Makes coffee in the early morning, stocks the coffee bar, bread and pastries
- Washes overnight dishes and cleans the lodge
- Drops off late night or early morning campus participants at the shuttle drop off location
- When possible, attends weekly staff meetings

Maintain Assistant

No glass art experience is required to be a Maintain Assistant. A crew of three assist the Buildings & Ground Coordinator with projects on campus. The crew starts at 8:30AM each morning. This role is for all experience levels in glass, for artists interested in learning glass or outdoorsy art-interested individuals. Must enjoy teamwork to complete projects.

General outline of tasks

- At least 2 on the crew must have a valid driver license because the crew drives around campus daily
- Assists in maintenance on campus including cleaning bathrooms, garbage and recycling collection, trail care, mowing, pruning and other daily tasks
- Helps in upkeep projects around campus
- Helps prepare campus between sessions including re-organizing rooms, cleaning bathrooms, making beds, sanitizing surfaces, etc.
- Stocks and maintains cleaning supplies in all buildings
- Prepares campus for special events such as student-to-student auction, picnics, spring tours, open houses and other activities
- Responsible for safe operation of hand tools, power tools, lawnmowers, weed whackers, shovels, rakes, etc.
- Assists with emergency clean-up and repair as requested
- Hosts the end of the session Happy Hour
- Attends weekly staff meetings

Kitchen Assistant

No glass art experience is required to be a Kitchen Assistant. A crew of six assist the Chefs prepare and serve tasty food. Assistants rotate to help the kitchen all week—morning crew time starts at 7AM and evening crew ends at 8PM. Assistants must enjoy teamwork to serve on time each meal and to keep the lodge and kitchen clean. This role is for all experience levels in glass, for artists interested in learning glass or art-interested individuals that enjoy food and feeding people.

General outline of tasks

- Obtains a WA Food Handlers card within the first few days of the session
- Assists with food preparation, set-up of the serving line, stocking and storing of deliveries and lodge care
- Monitors the food line during service to answer questions and replenish food
- Helps Chefs and Baker with prep as requested
- Washes dishes and keeps kitchen clean
- Makes coffee and organizes the coffee station
- Keeps lodge stocked: mugs, napkins, spoons, tea, sugar, bread, cereal, etc.
- Posts the menu on the whiteboards, tags meal items with dietary info per Chef instructions
- Maintains cleanliness of kitchen and lodge
- Keep storage rooms neat and organized
- Attends weekly staff meetings

Librarian

No glass experience is needed to help in the school library. This role is recommended for library science majors that want to learn more about glass, or for artists who are very organized and communicate clearly. The Library is open 24/7 although the DVD Collection and library resource help generally is available between 9AM to 6PM.

General outline of tasks

- Oversees the campus reference-only library; keeping it clean and organized
- Checks on the smaller library upstairs, keeps the media organized
- Catalogues books, exhibition catalogs, campus video footage and other materials into LibraryWorld
- Monitors DVD check out/return, setting up the TV in the library for viewing
- Coordinates class use of the library for presentations
- Keeps library consumables stocked with assistance of the Operations Supervisor
- Assists AV Coordinator with campus presentations, answering question about Powerpoint, Keynote and other presentation programs
- Runs the afternoon artist talks
- Makes the start of and end of the session presentations
- Answers computer and creative program questions from participants using the library computers
- Keeps the printer stocked with paper and toner
- Implements clean-up of Library and Lodge at the end of each session
- Helps with donations for the student-to-student silent auction
- Attends scheduled weekly staff meetings and all other requested meetings

Cold Shop Assistant

One Cold Shop assistant monitors the studio with support from the Cold Shop Coordinator. Both rotate monitoring hours between 9:30AM to 10:30PM with breaks for meals, artist talks and events. This role is recommended for emerging glass artists with intermediate to advance glass skill wanting to learn more about running and maintaining a Cold Shop. It is recommended that you have experience in generative coldworking beyond the basics.

General Outline of Tasks

- Works on a rotating schedule with the Cold Shop Coordinator to oversee and meet the needs of the Cold Shop
- Participates in orientations of the Cold Shop for ALL campus participants
- Monitors safety & educates on proper use of equipment
- Gives best advice on coldworking techniques to campus participants for approaching projects
- Responsible for maintaining a clean and safe studio
- Completes daily tasks as assigned by the Cold Shop Coordinator
- Assists in clean-ups daily and at the end of each session
- Attends weekly staff meetings

Campus Support Assistant

For an intermediate to advance glass artist that thrives in variety, the Campus Support Assistant will help in different areas on campus. This role is recommended for glass art students in the last year of school, or emerging artists that help in public access spaces. It is recommended to have at least 4 to 5 sessions of experience on Summer Staff at PGS. This role will be scheduled to rotate monitoring the studios, act as backup driver and assist YR staff as requested for student check-in or other campus activities.

General outline of tasks

- Rotates through different roles around campus [kitchen assistant, maintain assistant, cold shop, hot shop, driver, etc.]
- Scheduled to help the Campus Studio Technician with projects
- Must have a valid driver license, will assist with supply pick up or other campus participant shuttling as scheduled
- Helps the Storekeeper & Supplies Coordinator in moving supplies to and from the studios
- Helps YR staff with projects as requested
- Monitors safe use of equipment and tools in different studios when scheduled
- Event assistant for the student-to-student silent auction and the Print Party
- Attends weekly staff meetings

Driver & Store Assistant

This role is for all experience levels in glass, for artists interested in learning glass or art-interested individuals that like to drive and assist in a store. No glass art experience is required to courier supplies, pickup/drop off campus participants or assist in the store. You must have a valid driver license, current car insurance and a good driving record. The school has a full-size van and a SUV that you will drive. Personal vehicles are not allowed for school use. Generally, the store is open Monday through Friday, the day starts at 8:45AM and will be a combo of helping in the store and making scheduled runs for supplies.

General outline of tasks

- Assists the Storekeeper & Supplies Coordinator in stocking and distributing supplies.
- Handles retail sales.
- Makes espresso drinks to order
- Assists campus participants with shipping options at the end of session.
- Picks up and drops off all campus participants at the shuttle drop off location.
- Drives campus participants to a clinic or hospital as requested
- Picks up local produce, bread and other food stores for the kitchen
- Logs all purchases, keeps track of all receipts
- Attends weekly staff meetings

Hot Shop & Annex Assistant

Two Hot Shop & Annex Assistants monitor the Hot Shops with support from the Hot Shop & Annex Coordinator. Assistants are scheduled between 7AM and 12AM [with breaks for meals, events and artist presentations]. Assistants will ensure safe use of the studio, help locate supplies, setup equipment and assist in the upkeep of the Hot Shops. This role is recommended for seniors in the last part of their glass program, emerging glass artists with an interest in managing a busy educational studio or glass artists that just can't survive without being in a Hot Shop.

General Outline of Tasks

- Works on a rotating schedule with other studio staff to oversee and meet needs in the Hot Shop & Annex
- Assists in the technical operations of the Hot Shop & Annex
- Participates in orientations of the Hot Shop & Annex for ALL campus participants
- Responsible for organizing cullet prepping and charging by TAs & Students, completing the tasks when needed
- Keeps pipes, water buckets/blocks, tools, torches, molds, paddles, kiln materials, and other equipment organized and readily available
- Monitors furnaces and annealers
- Assists with overseeing proper usage of tools and equipment in both shops
- Responsible for maintaining a clean and safe studio
- Assists the Campus Studio Technician and the Hot Shop & Annex Coordinator with projects as requested
- Completes daily tasks as assigned by the Hot Shop & Annex Coordinator
- Assists in clean-ups daily and at the end of each session
- Attends weekly staff meetings

COORDINATOR ROLES

Cold Shop Coordinator

The cold shop is a shared studio resource by all campus participants on a walk-in basis. The Cold Shop is run by the Coordinator and a Campus Assistant from 9:30AM to 10:30PM [with breaks for meals, events and artist presentations]. The Coordinator gives orientations, monitors the studio, provides guidance for projects, assists with studio upkeep and repair as well as helps the Campus Assistant increase knowledge in running the Cold Shop.

Recommended Experience

- Extensive experience in all cold working techniques [cutting, polishing, engraving, sand blasting, gluing, etc.]
- Experience monitoring a studio with varying degree of skill level working on different projects at the same time
- Experience in coldworking production, artist assisting or project fabrication

General Outline of Tasks

- Responsible for technical operation of Cold Shop in cooperation with a Campus Assistant
- Keeps Cold Shop consumables stocked by ordering supplies with Storekeeper & Supplies Coordinator
- Coordinates Cold Shop Campus Assistant's daily tasks, providing training and support of assistant as needed
- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- Oversees safe use of the Cold Shop equipment and tools in cooperation with a Campus Assistant
- Informs Campus Studio Technician of equipment issues, assists with troubleshooting and repair of equipment
- Facilitates communication between campus participants sharing the studio
- Arranges for and implements clean-ups daily and at the end of each session
- Prepares studio for open house, walk thru, and other special events
- Completes all assigned projects by the end of each session
- Attends scheduled weekly staff meetings and the program meeting

BotLab Coordinator

The BotLab is a studio for 3D modeling, scanning and printing in PLA along with CNC milling of graphite or wood. This studio is appointment based, allowing the Coordinator to effectively manage multiple projects and equipment use. Studio hours are typically 9AM to 10PM with breaks for meals, artist talks and events. Sessions with classes dedicated to using the studio increase support with Instructors and TAs monitoring and assisting students for extended shop hours.

Recommended Experience

- Extensive skills in 3D modeling with Rhino, Blender or similar CAD on PC and Mac
- Experience with Sense 3D scanner
- Experience reviewing and loading files for successful 3D printing in PLA
- Experience maintaining 3D printers [PrintrBots and FlashForge preferred]
- Experience with CNC machines, particularly routing of graphite [X-Carve CNC]
- Experience monitoring a studio with many users needing help from start to finish

General Outline of Tasks

- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- Responsible for technical operation of the BotLab, Cricut, Sense Scanner, David Scanner, Glowforge and X-Carve machines
- Keeps BotLab consumables stocked with assistance from the Storekeeper & Supplies Coordinator
- Oversees safe use of BotLab resources by scheduling campus participants' usage appropriately
- Provides assistance and advice to campus participants regarding project plans and usage of equipment
- Reviews all files prior to running 3D prints, CNC routing or cutting
- Maintains, troubleshoots and repairs all equipment
- Arranges for and implements clean-ups daily and at end of each session
- Attends scheduled weekly staff meetings and the program meeting
- Completes all assigned projects by the end of each session

Hot Shop & Annex Coordinator

The two hot shops are organized, maintained and monitored by the Coordinator and two Campus Assistants in cooperation with Instructors and TAs. In general, the shops are active from 6AM to 12AM, the schedule is made at the program meeting. Two classes share the main Hot Shop for the session along with Gaffers who craft objects for the Artist in Residence and Instructors. Other classes will share use of the Annex that will require balancing needs to schedule use appropriately for the session. The Coordinator hosts the session cup exchange and other all campus events in the Hot Shops.

Recommended Experience

- Extensive knowledge of hot shop techniques [blowing, sculpting, casting, etc.]
- Experienced with care of hot shop equipment and tools [gas & electric furnace, garage, torches, etc.]
- Previous studio monitoring in a busy education/public access setting

General Outline of Tasks

- Responsible for technical operation of the Hot Shop and Annex
- Coordinates two Campus Assistants' daily tasks, providing training and support for assistants
- Locates and prepares necessary materials, tools and equipment based on class supply lists and daily needs
- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- Oversees safe use of the Hot Shop & Annex, equipment and tools in cooperation with campus assistants
- Informs Campus Studio Technician of equipment issues, assists with troubleshooting and repair of equipment as requested
- Keeps communication calm and positive between campus participants sharing the Hot Shop & Annex
- Hosts the cup exchange and other all campus Hot Shop activities
- Arranges for and implements daily clean-ups and at the Big Clean up at the end of each session
- Maintains log book of equipment condition, gas metering and supplies use
- Coordinates preparation of the Hot Shop & Annex for open house, spring tours, visiting artists and other special events
- Completes assigned projects by the end of each session
- Attends scheduled weekly staff meetings and the program meeting

Studio Building Coordinator

The Studio Building consists of classroom space, a moldmaking studio and kiln room. Typically two classes a session are warm glass focused, exploring different content and techniques within the Studio Building, with a third class using the space as a homeroom. The Studio Building is active all day and late into the night due to homerooms being used for workspace, storage, class meetings, sketching, critiques, etc. Generally, the coordinator monitors the studio from 10AM to 8PM with breaks for meals, artist talks and events. Instructors and TAs monitor activity in the studio while classes are working, the coordinator is a support system for supplies, questions and supervising equipment and tool use. All kiln usage is scheduled in advance with the coordinator.

Recommended Experience

- Extensive knowledge of warm glass techniques [fusing, casting, slumping, mold making, etc.]
- Experience with painting on glass, decals, PLA melt-out and other experimental processes
- Experience with use of studio equipment, tools and supplies [kilns, wax pots, steamers, mold materials, etc.]
- Knowledge of various programming schedules with GB-4, Sentry 2.0 and Watlow control systems
- Experience monitoring a studio with multiple projects that have competing priorities

General Outline of Tasks

- Schedules the use of the studios and equipment
- Responsible for technical operation of Studio Building, Mold Room and Kiln Shop
- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- Locates and prepares necessary materials, tools and equipment based on class supply lists and daily needs
- Coordinates kiln usage and OKs all kiln firing schedules
- In cooperation with Instructors and TAs, provides assistance and advice to campus participants regarding studio projects
- Oversees safe use of equipment and tools
- Informs Campus Studio Technician of issues, assists with troubleshooting and repair of equipment
- Facilitates communication between instructors and others sharing the shop when necessary
- Arranges for and implements clean-ups daily and at the end of each session
- Prepares studios for open house, walk thru, springs tours and other special events
- Completes assigned projects by the end of each session
- Attends scheduled weekly staff meetings and the program meeting

Flat Shop Coordinator

The Flat Shop's current use is for Flameworking and classroom space [typically a hot shop class]. For Session 4 & Fall 2 the Flat Shop will be converted to a Neon & Plasma Studio. Typically, the Flat Shop activity is from 10AM to 1AM--Instructors and TAs are primarily responsible to monitor class activity and work time during extended hours. The coordinator will support the studio from 10AM to 8PM with breaks for meals, artist talks and events.

Recommended Experience

- Knowledge of programming with GB-4 and Sentry Xpress4.0 control systems
- Extensive knowledge of techniques, materials and equipment related to flameworking
- *For Neon Sessions:* extensive knowledge of techniques, materials and equipment related to Neon and Plasma
- Experience with glass lathes

General Outline of Tasks

- Responsible for technical operation of flat shop
- In cooperation with the Campus Studio Technician, handles studio transitions between Neon and Flameworking depending on the session
- Locates and prepares necessary materials, tools and equipment based on class supply and daily needs
- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- In cooperation with Instructors and TAs, provides assistance and advice to campus participants' projects
- Oversees safe use of the Flat Shop and equipment
- Monitors gas and oxygen supply, works with Campus Studio Technician to order oxygen
- Inventory all tools kits and safety glasses each session
- Informs Campus Studio Technician of issues, assists with troubleshooting and repair of equipment
- Facilitates communication between instructors and others using the shop when necessary
- Arranges for and implements clean-ups daily and at the end of each session
- Attends scheduled weekly staff meetings and the program meeting
- Completes assigned projects by the end of the session

Maintain Coordinator

The Maintain Coordinator leads and works with a team of three to support the Buildings and Grounds Coordinator with the upkeep of campus. The Coordinator trains and supports the crew in handling all janitorial duties for campus and completes daily projects as assigned by the Buildings and Grounds Coordinator. The crew starts daily at 8:30AM. The Coordinator helps host the end of the session happy hour.

Recommended experience

- Experience as a Maintain Assistant and with at least four sessions on Summer Staff within the last three years
- Experience working with equipment and tools relating to grounds-keeping
- Ability to traverse the hillside and rugged terrain of campus
- Ability to lift at least 50lbs
- A valid, unrestricted driver license and a good driving history
- Experience managing a group of peers

General outline of tasks

- Leads and motivates the Maintain Crew to keep campus clean and finish daily projects
- Helps prepare housing for the session including cleaning rooms, bathrooms, switching out laundry, etc.
- Works closely with the Buildings & Grounds Coordinator to set priorities and approaches for campus upkeep
- Trains the Maintain Crew on safe use of equipment and tools
- Stocks and reorders cleaning supplies for all buildings
- Acts as primary contact for emergencies and other issues when Buildings & Grounds Coordinator is off campus
- Hosts the end of the session Happy Hour
- Attends weekly staff meetings and the program meeting

Wood and Metal Coordinator

The Wood and Metal studio is a shared studio accessed on a walk-in basis. The Coordinator monitors the studio from 10AM to 9PM with breaks for meals, artist talks and events. For class demos or heavy class usage, the Instructors and TAs will assist in monitoring the studio. The Coordinator offers best advice on approaching projects, gives basic instruction on use of equipment, schedules class demos as requested and assists the Campus Studio Technician with on-going campus projects.

Recommended Experience

- Extensive experience in all wood working techniques and equipment [Jointer, Table Saw, Lathe, etc.]
- Extensive experience in all metal working techniques and equipment [MIG, TIG, Plasma Cutter, etc.]
- Experience monitoring a studio with varying degree of skill level with multiple projects going at the same time

General Outline of Tasks

- Responsible for technical operation of the Wood and Metal Studio
- Provides safety orientation regarding proper use of equipment and materials to ALL campus participants
- Prepares all necessary supplies for class use and helps with class projects as requested
- Supervises safe use of the studio
- Provides assistance and advice to campus participants regarding project plans
- Assists in projects related to campus and studio improvements
- Informs Campus Studio Technician of equipment issues, assists with troubleshooting and repair of equipment
- Prepares studio for open houses, walk thru and other special events
- Facilitates communication between campus participants using the shop
- Arranges for and implements clean-ups daily and at end of each session.
- Attends scheduled weekly staff meetings and the program meeting

Audio Visual [AV] Coordinator

AV Coordinator is a campus historian, using video and photography to document important demos, lectures, collaborations and events to be archived in the school library. The AV office is located in the Annex, however the Coordinator roams campus to capture footage and take photos based on a shot list. Coordinator hours will vary based on the demos for classes and artists presentations. You will need to be flexible waking up early or staying up late to document the best representation of the class or artists on campus.

Recommended Experience

- Extensive experience with all audio, video and photographic techniques, processes and equipment
- Proficient with Mac, Keynote, PowerPoint, Adobe Premiere Pro, After Effects, and other creative A/V software
- Knowledge of video cameras, production equipment, microphones, projectors, etc.
- Applicants will be asked to submit a demo reel [preferably one that represents capturing a making process]

General Outline of Tasks

- Responsible for running and maintaining all video and audio equipment on campus
- Works from a shot list of important demonstrations, performances and events to document throughout the session
- Coordinates equipment for presentations around campus
- Documents program lectures in coordination with the Librarian
- Communicates directly with Instructors, Craft Persons in Residence and Artists in Residence regarding content for recording
- Responsible for beginning and end of the session presentations and other presentations as assigned
- Processes all recorded footage to be archived in the library by the end of each session
- Addresses supply/software/equipment needs with Operations Supervisor
- Attends scheduled weekly staff meetings and the program meeting
- Reviews footage with Operations Supervisor at the end of each session
- Responsible for clean-up of AV areas, Library and Crow's Nest at the end of each session

Print Shop Coordinator

The Print Shop is a traditional printmaking studio that uses glass plates as a matrix for printing. This studio is appointment based, allowing for the Coordinator to properly provide assistance with the printing process. The schedule will vary by session, generally the studio hours are between 9AM to 11PM. When a class is based in the print shop--the Instructor and TAs will open and monitor the studio outside the Coordinator's schedule to allow for time off.

Recommended Experience

- Extensive experience in traditional printmaking techniques [Monotype, Litho, Etching, etc.]
- Experience with glass plate printing [vitreography]
- Experience with Rayzist, other photo transfer and resist materials
- Experience monitoring a studio with varying degree of skill level working at the same time
- Experience as Master Printer

General Outline of Tasks

- Prepares print studio prior to each session including preparing supplies, screen, etc.
- Provides assistance and advice to ALL campus participants regarding proper use of the studio, materials and supplies
- Assists session participants through the print processes
- Works closely with AiRs and Instructors to produce a print series
- Uses or learns to use the Cricut and Glowforge as it relates to the printing process
- Monitors and schedules shop use
- Operates printing press for all campus participants
- Coordinates Print Shop related sandblasting and plate engraving with the Cold Shop Coordinator
- Handles print donations to the PGS Print Collection
- Assists with registration and chopping prints
- Arranges for and implements clean-up of print shop daily and at the end of each session
- Coordinates a campus wide screen printing party with cooperation of the Summer Staff
- Attends weekly staff meetings and the program meeting

Studio Tech Assistant

This Coordinator role assists the Campus Studio Technician diagnose, repair or replace equipment on campus and assists in upgrades to keep studios running at full speed through the session. Advance knowledge is needed in equipment relating to glass and confidence in use of tools for fabricating from designs. In addition, for studio coverage, time will be scheduled to cover the Coordinators in the various studios for day off relief. When studios have high usage or special projects, the Studio Tech Assistant will be assigned to coordinate the studio use, equipment set-up/taken down and assist in the process.

Recommended Experience

- Extensive experience in maintaining studio equipment in the Hot Shop, Cold Shop Flame Shop and Kiln rooms
- Extensive experience managing studio operations
- Experience fabricating equipment to specs

General Outline of Tasks

- Works closely with the Campus Studio Technician to determine priorities and approaches for studio upkeep and repair
- Assists Studio Coordinators prepare studios for the start of the session
- Provides technical support to Coordinators as requested
- Assists with fabrication and installation of equipment and other studio related projects
- As scheduled, provides Coordinator relief for time off
- Acts as primary contact for equipment issues and emergencies when Campus Studio Technician is off campus
- Assists with Big Cleanup
- Attends weekly staff meetings and the program meeting

Kitchen Coordinator

Leading a crew of five, the Coordinator works with the Chefs to keep the kitchen running smoothly to serve meals on time and keep the Lodge sparkling. To increase communication with campus, the Coordinator is the community liaison for all things food related and ensures snack requests are handled for events. Additionally the Coordinator will help with inventory management and food prep as the Chef's assistant. This role is recommended for previous Kitchen Assistants with professional experience working in kitchens that have an interest in being a Chef for the school in future seasons.

Recommended Experience

- Previous experience as a Kitchen Assistant on Summer Staff
- Professional experience working in kitchen operations
- Experience managing and motivating a group of peers
- Ideal to have a current ServSafe certification

General Outline of Tasks

- Works closely with the Chefs on kitchen operations and assists with food preparation
- Provides orientation and training for Kitchen Assistants
- Ensures that Kitchen Assistants obtain their Food Handlers permit and reinforces food safety on a daily basis
- Leads by example, helping alongside the Kitchen Assistants
- Assigns daily tasks to Kitchen Assistants to keep service on time
- Reviews service for signage, proper serving utensils and that Kitchen Assistants are informed
- Keeps Kitchen and Lodge clean and well stocked
- Assists with communications regarding dietary needs with all campus participants
- Helps with inventory management and communicates with the Driver for supply runs
- Handles food requests for events on campus
- Attends weekly staff meetings and the program meeting