

# PILCHUCK GLASS SCHOOL 50



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## GENERAL INFO

Summer + Fall Staff is comprised of artists or art-interested individuals who dedicate time, skill and energy to make the campus experience welcoming and productive for all participants. This is not work-study or a tuition assistance program, Summer + Fall Staff are fully active during the session in a unique way. Arriving a few days before the start of classes, staff prepares campus and studios to support Pilchuck's mission—Artists helping Artists further glass education. During the session, staff participate in their roles, attend meetings, host a gallery opening, run events and activities, have studio access, sit in on artist talks, observe demos, explore the campus surroundings and network with peers and professionals. Through this experience you will gain valuable skills, expand professional connections, meet new peers from around the world, learn new techniques, have the opportunity to produce work and feel inspired by the dynamic community of artists in action.

Summer + Fall Staff opportunities fall into two categories: Coordinators and Campus Assistants—which roles you apply for depends on your skillset, experience and interest in growth. Each role is important and challenging in its own way and staff collaborates as a team to succeed. All applicants must be considerate communicators and the readiness to help based on the needs of the session.

Applications are due February 1, 2021. Carefully review this information about Summer + Fall Staff roles. Give yourself plenty of time to complete the application; it is separate from the other program applications. Please email Abram Deslauriers, Operations Supervisor at [adeslauriers@pilchuck.org](mailto:adeslauriers@pilchuck.org) with any questions. Do not miss this rewarding educational experience happening in parallel with classes!

# 2021 **CAMPUS ASSISTANT** ROLES

## **Maintain Assistant**

This role is for all experience levels in glass, returning staff, for artists interested in learning glass or outdoorsy individuals--no glass-art experience required. The crew of three to four [inclusive of the Maintain Coordinator] helps with upkeep of campus. The crew starts at 8:30AM each morning. Must enjoy teamwork to complete projects, ability to lift 20-30lbs, perform grounds-keeping work and traverse the rugged campus.

### ***You'll feel ready for this role if you:***

- are new to Pilchuck or glass [or have been on the crew before]
- work well in teams and enjoy being outdoors

### ***Here's an example of things you will be doing:***

- assist with upkeep on campus including cleaning high traffic areas, garbage and recycling collection, trail care, mowing, pruning, sweeping and other daily tasks
- help with projects around campus
- drive campus vehicles if you have a driver's license
- help prepare campus between sessions including re-organizing rooms, cleaning, making beds, sanitizing surfaces, etc.
- stock and maintain cleaning supplies in all buildings
- help ready campus for special events such as picnics, spring tours, gatherings and other events
- safe operation of hand tools, power tools, lawnmowers, weed whackers, shovels, rakes, etc.
- host the end of the session Happy Hour
- attend staff meetings

## **Kitchen Assistant**

This role is for all experience levels in glass, returning staff, for artists interested in learning glass or foodies--no glass-art experience required. A crew of six assist the Chefs prepare and serve tasty food. Assistants rotate to help the kitchen all week—the morning time starts at 6AM and evening crew ends at 8PM. Assistants must enjoy teamwork to serve on time each meal and to keep the lodge and kitchen clean.

### ***You'll feel ready for this role if you:***

- are new to Pilchuck or glass [or have been on the crew before]
- work well in teams and enjoy feeding people

### ***Here's an example of things you will be doing:***

- help Chefs with prep as requested
- wash dishes and keep the kitchen and lodge clean
- make coffee and organize the coffee station
- monitor meal service to answer questions and replenish food
- keep lodge stocked: mugs, napkins, spoons, tea, sugar, bread, cereal, etc.
- tag meal items with dietary info per Chef instructions
- attend staff meetings

### ***Required:***

- WA Food Handlers card  
[Cost is covered by Pilchuck and can be obtained when you arrive on campus]

## **Cold Shop Assistant**

The 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 [and days off]. This role is recommended for glass artists wanting to learn more about running and maintaining a cold shop.

### ***You'll feel ready for this role if you:***

- have experience in generative coldworking beyond the basics
- are willing to learn all things cold shop related

### ***Here's an example of things you will be doing:***

- rotate a schedule with the Cold Shop Coordinator to meet the needs of the cold shop
- participate in orientations for the Cold Shop
- monitor safety & educate on proper use of equipment
- give advice on coldworking techniques maintain a clean and safe studio, kindly communicating the protocols in place for the pandemic
- assist in tasks as requested by the Cold Shop Coordinator
- attend staff meetings

## **Driver & Store Assistant**

No glass art experience is required to courier supplies, pickup/drop off people or assist in the store. 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.

### ***You'll feel ready for this role if you:***

- enjoy driving with or without riders
- rarely forget to get an item on your shopping list
- have barista skills or are willing to learn how to pull a perfect shot
- have past retail experience

### ***Here's an example of things you will be doing:***

- assist the Storekeeper & Supplies Coordinator in stocking and distributing supplies
- handle retail sales and help process online orders
- make espresso drinks to order
- assists people with shipping options at the end of session
- pickup and drop off people at the shuttle location
- pick up local produce, bread and other food stores for the kitchen as scheduled
- log all purchases, keep track of all receipts and balance out the register each shift
- attend staff meetings

### ***Required***

- driver's license for driving campus vehicles

## **Hot Shop & Annex Assistant**

As a Hot Shop & Annex Assistant, you'll monitor the studios supported by the Hot Shop & Annex Coordinator, Instructors and TAs. The schedule rotates during the session between 7AM and 11PM [with breaks for meals, events, artist presentations and days off]. Assistants will ensure safe use of the studio, help locate supplies, setup equipment, assist with upkeep and help with deep clean and sanitizing of equipment and tools.

### ***You'll feel ready for this role if you:***

- just can't survive without being in a Hot Shop
- are an emerging glass artists with an interest in managing a busy educational studio
- have worked in a hot shop that has opened during the pandemic

### ***Here's an example of things you will be doing:***

- help meet needs in the Hot Shop & Annex
- participate in orientations of the Hot Shop & Annex
- monitors furnaces and annealers
- assist with overseeing proper usage of tools and equipment in both shops, helping with new cleaning protocols
- keep communication clear and calm regarding safety protocols needed for the pandemic
- complete daily tasks as assigned by the Hot Shop & Annex Coordinator
- assists in clean-ups daily and at the end of each session
- attend staff meetings

# 2021 COORDINATOR ROLES

## **Night Coordinator**

Night Coordinator is the designated awake and available staff person at night, from 11PM to 7AM. Campus is active 24/7, often people are awake until 2AM and at 5AM others start to wake for work in the hot shop. This role is for night owls who are social and approachable.

### ***You will feel ready for this role if you:***

- enjoy the night and can easily stay up into early morning with or without company
- have experience in monitoring studio equipment and charging furnaces

### ***Here's an example of things you'll be doing:***

- monitor activity on campus at night, contacting YR staff as needed for urgent and emergent needs
- carry campus mobile phone to answer requests via text or call
- check on all the studios after classes are done to ensure proper shut down
- monitor annealers and kilns throughout the night
- charge the furnaces in the Hot Shop & Annex
- turn lights off and other unused equipment/spaces around campus
- launder studio or kitchen towels as needed
- stock night snacks, make coffee in the early morning, stock the coffee bar, bread and pastries
- wash overnight dishes and clean the lodge
- offer ride to hospital for non-emergency medical needs
- drop off/pickup late night or early morning campus participants at the shuttle location
- light up the Hot Shop or Annex for the morning classes when on duty
- when possible, attend staff meetings and the program meeting

### ***Required***

- A driver's license for driving campus vehicles

## **Kitchen Coordinator**

The Kitchen Coordinator leads a crew of five and works with the Chefs to keep the kitchen running smooth and meal service on time. Likely the flow of service and how food is handled will be changed to accommodate safety during the pandemic. Because of this, the coordinator proactively communicates with campus to help navigate meals and snacks. Additionally, the coordinator will help with inventory management and drive campus vehicles to pick up food.

### ***You'll feel ready for this role if you:***

- enjoy kitchens and have a passion for food
- have three or more sessions as a Kitchen Assistant within the last three years
- thrive in a team and are comfortable leading a group of peers by example
- know food safety and best kitchen practices

### ***Here's an example of things you'll be doing:***

- work closely with the Chefs on kitchen operations and assist with food preparation
- provide orientation and training for Kitchen Assistants
- drive to pick up food for the kitchen
- reinforce food safety on a daily basis
- lead by example, helping alongside the Kitchen Assistants
- assign daily tasks to Kitchen Assistants
- keep kitchen and lodge clean and well stocked
- assist with communications regarding dietary needs for all campus participants
- coordinate food for special events
- help with inventory management
- attend staff meetings and the program meeting

### ***Required***

- driver's license for driving campus vehicles
- food handler's permit [this can be obtained on campus with cost covered by Pilchuck]

## **Maintain Coordinator**

The Maintain Coordinator leads and works with a team to support the upkeep of campus. The coordinator trains and supports the crew in handling cleaning around campus and completes daily grounds and buildings projects. TBD, due to the pandemic, the coordinator may need to help YR Staff coordinate an outside cleaning company to handle bathrooms and deep cleaning around campus. The routine will be different in 2021, however the crew still start daily at 8:30AM [with days off (of course!).]

### ***You'll feel ready for this role if you:***

- have at least four sessions as a Maintain Assistant within the last three years
- are comfortable with tools and equipment relating to grounds-keeping
- enjoy working with a team and keeping tasks fun

### ***Here's an example of things you'll be doing:***

- lead and motivate the Maintain Crew to keep campus clean and finish daily projects
- help the crew with all tasks
- respond to housing needs from campus participants or YR Staff
- primary driver of campus vehicles for the Maintain Crew
- help prepare housing for the session
- coordinate with YR Staff to set daily priorities
- help studio coordinators with studio cleaning and sanitizing
- train the Maintain Crew on safe use of equipment and tools
- stock cleaning supplies and paper products for all buildings
- host the end of the session Happy Hour
- attend staff meetings and the program meeting

### ***Required***

- A driver's license for driving campus vehicles

## **Cold Shop Coordinator**

The cold shop is a shared studio resource by all campus participants. For the 2021 season, use of the studio will be scheduled out a bit more than normal to accommodate distancing [walk-ins still welcome for open work areas]. The cold shop is run by the coordinator and a cold shop assistant generally 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 and assists with studio upkeep and repair as requested by the Studios Manager.

### ***You'll feel ready for this role if you:***

- love coldworking and everyone knows that's where you'll be found
- are confident in many cold working techniques [cutting, polishing, engraving, gluing, etc.]
- have experience monitoring a studio in a public or school setting with different skillsets working at the same time
- perform coldworking production, fabrication or assist artists with coldworking projects

### ***Here's an example of things you'll be doing:***

- responsible for technical operation of Cold Shop in cooperation with the Cold Shop Assistant, Instructors and TAs
- keep consumables stocked, ordering supplies with Storekeeper & Supplies Coordinator
- coordinate Cold Shop Assistant's daily tasks, providing support and training through the session
- present safety orientation regarding proper use of equipment and materials
- oversee safe use of the equipment and tools, helping participants follow distance and cleaning protocols
- inform Studios Manager of equipment issues, assists with troubleshooting and repair of equipment as requested
- arrange for people using the shop to help with daily clean-ups and at the end of the session cleanup
- prepare studio for walk thru, and other special events
- attend staff meetings and the program meeting

## BotLab Coordinator

The BotLab is a studio for 3D modeling, scanning and printing in PLA, operation of the Glowforge and Vinyl plotter along with CNC milling of graphite or wood. This studio is appointment based, allowing the Coordinator to best plan multiple projects and equipment use. Sessions with classes dedicated to using the BotLab increase support with Instructors and TAs for monitoring and assisting students with extended shop hours.

### **You'll feel ready for this role if you:**

- can 3D model with Rhino, Blender or similar program on PC and Mac
- have used 3D scanners
- can review files and load for successful 3D printing in PLA
- operate CNC machines for routing graphite or wood
- are confident in troubleshooting issues when bots glitch, fail prints, cuts or other hang-ups

### ***Here's an example of things you'll be doing:***

- provide safety orientation regarding proper use of equipment and materials
- responsible for technical operation of the BotLab that includes: 3D printers, 3D scanners, Glowforge, vinyl plotters and X-Carve machines
- keep BotLab consumables stocked by placing orders with the Storekeeper & Supplies Coordinator
- schedule usage to prioritize projects to be completed by end of session
- review all files prior to running 3D prints, CNC routing or cutting, helping correct issues
- maintain, troubleshoot and repair bots
- arrange daily cleanups by people using equipment and run Big cleanup at end of the session
- attend staff meetings and the program meeting

## **Hot Shop & Annex Coordinator**

The two hot shops are maintained and monitored by the coordinator and two Hot Shop & Annex Assistants in cooperation with Instructors and TAs. In general, the shops are active from 6AM to 12AM, the schedule is determined at the program meeting and can extend later into the evening based on technique and class size. Two to three classes share the shops along with Gaffers who craft objects for the Artist in Residence and Instructors. The coordinator gives orientations, monitors the studio, provides guidance for projects and assists with studio upkeep and repair as requested by the Studios Manager. In 2021, there will be new protocols for how to use the studios, crowd directing to maintain spacing and sanitizing equipment and tools between uses.

### ***You feel ready for this role if you:***

- monitor and work in a hot shop that has opened during the pandemic or understand how these studios address safety
- consider furnace work to be your main technique and have confidence in different processes [sculpting, blowing, casting, etc.]
- have experience with care of hot shop equipment and tools [gas & electric furnace, garage, torches, etc.]

### ***Here's an example of things you'll be doing:***

- technical and safe operation of the Hot Shop and Annex
- coordinate Hot Shop & Annex Assistants' daily tasks, providing training and support through the session
- prepare each studio with equipment and tools for planned class use and activities
- provide safety orientation regarding proper use of equipment and materials
- monitor and support new cleaning and sanitizing practices for tools and equipment
- inform Studios Manager of equipment issues, assists with troubleshooting and repair of equipment as requested
- keep communication calm and proactive to help people navigate new protocols and follow through with safety requests
- coordinate daily class clean-ups and the Big Clean up at the end of each session
- assists YR Staff prepare the Hot Shop & Annex for spring tours, visiting artists and other special events
- attend staff meetings and the program meeting

## **Studio Building Coordinator**

The Studio Building consists of classroom space, a moldmaking studio and a kiln room. Generally, the coordinator monitors the studio from 10AM to 8PM with breaks for meals, artist talks, events and days off. 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.

### ***You'll feel ready for this role if you:***

- often work with warm glass techniques [fusing, slumping, mold making, casting etc.]
- have skills in stain glass, mosaics or screen printing and apply for the session when those classes are taught
- normally use kilns, wax pots, steamers, mold materials, etc.
- know how to program schedules with GB-4 and Sentry 2.0 controllers and can spot scheduling issues before firing
- monitor a studio with different projects happening at the same time wanting use of the same equipment

### ***Here's an example of things you'll be doing:***

- responsible for technical operation and scheduling of the studio resources
- coordinate kiln usage by OKing all schedules and checking on set-ups before firing
- provide safety orientation regarding proper use of equipment and materials
- in cooperation with Instructors and TAs, provide assistance and advice
- oversees safe use of equipment and tools, manage new cleaning and sanitizing protocols
- inform Studios Manager of issues, assists with troubleshooting and repair of equipment as requested
- facilitate communication with classes on following pandemic protocols in place
- schedule daily clean-ups with people using the space and run BIG cleanup at the end of the session
- prepare the studio for walk thru, springs tours and other special events
- attend staff meetings and the program meeting

## **Flat Shop Coordinator**

The Flat Shop's current use is for flameworking, neon and plasma processes. Due the pandemic and need to maintain space, class size is reduced and the Flat Shop Coordinator will participate in supporting the class as a TA. The schedule will vary by session depending on the class plans.

### ***You'll feel ready for this role if you:***

- flamework often and are confident with hollow, solid and color application techniques
- have handled liquid oxygen tanks and lathes
- succeed at neon and plasma fabrication projects and apply for the neon sessions

### ***Here's an example of things you'll be doing:***

- technical operation of flat shop, monitoring oxygen use and supplies
- provide safety orientation regarding proper use of equipment and materials
- in cooperation with Instructors and TAs, assist and support students
- inventory all tools kits and safety glasses each session, cleaning and sanitizing shared equipment
- informs Studios Manager of issues, assist with upkeep and repairs as requested
- facilitates communication between instructors and others using the shop, calmly reinforcing new protocols for pandemic safety
- implement daily clean-ups and end of the session Big cleanup
- attend staff meetings and the program meeting

## **Wood and Metal Coordinator**

The Wood and Metal studio is used on a walk-in basis. The Coordinator monitors the studio from 10AM to 8PM with breaks for meals, artist talks, events and days off. The Coordinator offers best advice on approaching projects, gives basic instruction on use of equipment, schedules class demos as requested and assists the Studios Manager with on-going campus projects.

### ***You'll feel ready for this role if you:***

- work in a public access or school setting monitoring wood and metal work
- often work with metal and wood
- can help adjust plans and projects for best possible outcomes

### ***Here's an example of things you'll be doing:***

- technical operation of the Wood and Metal Studio
- provide safety orientation regarding proper use of equipment and materials
- supervise safe use of the studio, reinforcing new protocols for distancing, cleaning and sanitizing
- offer advice and assistance regarding project plans
- assist with projects related to campus and studio improvements
- inform Studios Manager of equipment issues, assist with troubleshooting and repair as requested
- prepares studio for walk thru and other special events
- coordinate daily clean-ups by people using the shop and the end of the session Big clean up
- attend 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'll feel ready for this role if you:***

- find that you can help people with all sorts of audio and video equipment
- capture footage of activities to relay information even if you are not familiar with the process
- quickly edit and process footage into DVD and online format

### ***Here's an example of things you'll be doing:***

- run all video and audio equipment on campus
- use a shot list as a guide for documenting demonstrations, lectures, performances and events
- coordinate AV equipment for presentations around campus
- organize each campus-wide artist talk and presentation including gathering files
- process all footage and archive it in the library
- address supply/software/equipment needs with YR Staff
- responsible for clean-up of AV areas and gathering checked out equipment
- attends staff meetings and the program meeting

## Print Shop Coordinator

The Print Shop is a traditional printmaking studio with a modified press bed that supports 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, with a reduction in class size for distancing; the coordinator will assist the instructor in running the class.

### *You'll feel ready for this role if you:*

- work in traditional printmaking techniques [monotype, litho, etching, etc.]
- ready to transfer your print skills to glass plates or have worked with vitreography
- monitor a studio with varying degree of skill levels working at the same time
- enjoy the role of Master Printer

### *Here's an example of things you'll be doing:*

- prepare print studio prior to each session including preparing supplies, screen, etc.
- provides assistance and advice regarding proper use of the studio, materials and supplies
- assist session participants through the print process
- work with AiRs to produce a print series
- monitor and schedule shop use
- coordinate Print Shop related sandblasting and plate engraving with the Cold Shop Coordinator
- handle print donations to the PGS Print Collection
- arrange daily clean-up by people using the shop and the Big clean-up at the end of the session
- coordinate a campus wide screen printing party if possible with safety protocols in place
- proactively communicate new protocols for using the studio during a health pandemic
- attend staff meetings and the program meeting

## **Support Coordinator**

The Support Coordinator will help in different areas on campus based on projects and coverage needs. The schedule will vary each session from early mornings to late evenings. As much as possible, you will know the where, when and what for the session after the program meeting/first day of class. If you are ready and willing to help in any of the staff roles and are flexible with the organic nature of the session, you will thrive in this opportunity.

### ***You'll feel ready for this role if you:***

- often work in different glass techniques and studios
- find you often help people with a variety of glass projects conceptually and technically
- are ready for anything and enjoy helping out no matter the task or time
- participated on staff for a few sessions to better anticipate what this role will do

### ***Here's an example of things you'll be doing:***

- work closely with the Operations Supervisor and Program Supervisor to cover needs on campus for projects, upkeep, activities and events, studio coverage and class help
- assists Studio Coordinators prepare for the start of the session
- provide support in different roles or classes as a TA for extra help or cover time off
- assist with Big clean-up and increased daily cleaning and sanitizing needed during the pandemic
- attend staff meetings and the program meeting