

Bullseye Glass Co.

Position description

Department: **Research and Education** Position: **Project Manager**
Reports to: Ted Sawyer (Director of R&E) and Dan Schwoerer (President)
Supervises: Fabricator/Technician (when ready to do so)

Essential Qualifications:

Well-organized
Project management aptitude or experience
Strong computer skills
Able to develop strategy
Able to solve problems
Able to follow directions
Able to learn on a daily basis
Strong sense and knowledge of art, architecture, and design
Hands-on experience in the arts and/or laboratory and/or trades
Able to work methodically and scientifically
Comfortable with technology, especially computers and control systems
Self-managing/ability to prioritize
Positive attitude
Excellent written and verbal communication skills
Strong social intelligence
Strong math aptitude
Flexible
Willingness to go the extra mile
Bachelors Degree
Valid ODL

Essential Functions

Manage all aspects of large-scale art and architectural jobs including:

1. Handle architectural inquiries and referrals
2. Work directly with clients and manage relationships
3. Supervise internal fabrication
4. Subcontract to external fabricators
5. Create samples and possibly models and drawings for design problems as required
6. Work with artists, designers, and Bullseye team to secure and execute commissions
7. Develop user-friendly project management tools that can be used for pricing and planning projects
8. Document methods, results, and costs and be able to present cost updates on a regular basis
9. Provide user-friendly reports and documents on a routine basis
10. Work with Bullseye Gallery staff to plan and implement architectural displays

Continued development and implementation of the R&E internship program especially as it relates to architectural fabrication studios

Serve as a liaison to the Sales department

Become familiar with all architectural accounts, sales, and clients

Develop and maintain architectural database and monitor activity in this sector

Customer technical support

Develop, document, catalog, and inventory architectural and other samples

Other Functions

Work with entire R&E team to meet department and company goals
Work on a large variety of tasks to meet goals and build knowledge base
Maintain a friendly, clean and safe environment

Physical requirements / Use of Senses

Sitting: Occasionally, to accomplish necessary desk and bench work.
Standing/walking: Frequently, to move throughout factory, studio, visit sites and clients, and to work at stationary machinery.
Lifting/carrying: Occasionally, to move materials, supplies, finished work and samples.
Handling/grasping: Frequently, to use various a range of tools.
Speaking/hearing: Frequently, to speak with team members, clients, visitors, and other outside agencies. Must be able to communicate on the telephone to communicate complex information in clear and simple terms.
Finger dexterity: Frequently, to work with a range of tools, materials, and equipment, including computers and controllers.
Finger sensitivity: Frequently, to evaluate texture.
Near vision: Frequently, for setting up detailed work, evaluating results, judging color and surface qualities, computer entry, reading reports and correspondence.
Far vision: Occasionally, for maneuvering in the facility and beyond.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with team members, clients, and other outside agencies.
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and time management to meet deadlines and monitor work in process.
Attention to detail: Constantly. Accuracy is critical for almost all phases of the job.
Critical judgment: Constantly. Need to anticipate and identify problems or assess situations quickly. Need to be able to monitor and evaluate priorities and handle interruptions and reassess direction. Need to possess and employ social intelligence skills.
Positive attitude: Continually, this is essential while working in an environment with time stressors, daily deadlines, and client interaction.
Intense Concentration: Frequently, to work through complex tasks, maintain focus, remain flexible.
Listening: Continually. Need to be able to pay attention to explicit and implicit meaning in communication.
Reading comprehension: Frequently, to understand and learn detailed information

Operation of Equipment / Tools

Computer: Frequently, for documentation, research, reporting, and communication.
Photocopier: Occasionally, to make copies and scan documents.
Typewriter: Almost never.
Telephone: Occasionally to frequently, to communicate with inside and outside agencies.
Writing and rendering instruments: Frequently, to communicate, keep records, and to illustrate ideas and documentation.
Kilns and other high temperature devices: Frequently. To form glass.
Vacuums: Daily, to clean.
Coldworking (grinding and polishing) tools: Frequently, for finishing work.
Hand tools: Frequently, for preparing materials, etc.
Power tools: Occasionally, for a variety of reasons.
Specialty glass tools: Frequently, to prepare and finish materials and work.
Forklift: Occasionally, for moving work, materials, and supplies.
Pallet jack: Occasionally, for moving work, materials, and supplies.
Dolly: Occasionally, for moving work, materials, and supplies.