



JOB DESCRIPTION

Blacksmithing & Fabrication Manager

REPORTS TO: Director of the Windgate Metal Studios

STATUS: Full time, Exempt

MISSION & DESCRIPTION OF THE METAL MUSEUM

The Metal Museum is the only institution of its kind dedicated exclusively to the preservation, promotion, and advancement of fine metalwork. Through world-class exhibitions, a renowned permanent collection, working Metal Studios, and innovative educational and community engagement programs, the Museum serves as a center for metal arts. The Museum supports artists, fosters craftsmanship, inspires lifelong learning, and connects diverse audiences with the rich traditions and evolving future of metal arts.

PURPOSE

Assist the Director of the Windgate Metal Studios in all aspects of overseeing the operations of the Blacksmithing & Fabrication Studios, including overseeing the apprentice(s) and interns, teaching classes, providing public demonstrations, overseeing commissions, and maintaining studio operations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Education

- Supervise the Blacksmithing & Fabrication Apprentice(s), interns, volunteers, and other personnel working in the Blacksmithing & Fabrication Studios.
- Develop and implement an individualized curriculum for the Blacksmithing & Fabrication Apprentice(s) to support their educational and professional development.
- Develop, teach, and oversee blacksmithing and fabrication demonstrations, workshops, classes, and training programs for the public, apprentices, interns, volunteers, and other participants in conjunction with the Education & Community Engagement department.
- Support public-facing educational programming, including demonstrations for tours and other Museum programs.
- Mentor Blacksmithing & Fabrication Apprentice and Interns, teaching forging, fabrication and design skills as necessary in relation to commission work.
- Engage and educate visitors to the Museum about metalworking techniques and processes to encourage interest and understanding of metalwork.

Commissions

- Fabricate, forge and finish commission work.
- Collaborate with Metal Studios staff to plan, coordinate, and oversee production schedules to ensure timely completion of fabrication, installation, and project deadlines.
- Collaborate with Metal Studios staff to manage project budgets while maintaining productivity, quality, and cost-effectiveness.
- Monitor project progress by tracking schedules and milestones and communicating updates, changes, and potential issues to leadership.

- Monitor production workflows, assess staffing needs, and identify opportunities to improve processes, efficiency, and quality.
- Oversee the fabrication and execution of commissioned work from concept through installation, ensuring quality standards are met.
- Communicate with clients throughout design, fabrication and install process as necessary to ensure that projects are completed in a satisfactory and timely manner.

General Studio

- Track inventory of material and consumable usage in coordination with the leadership to ensure materials and consumables are replenished in a timely manner.
- Oversee the maintenance, operation, and safe use of equipment in the Blacksmithing & Fabrication Studios, including class and demonstration areas.
- Maintain a clean, organized, and efficient work studio environment, ensuring tools, equipment, and materials are properly maintained, stored, and readily accessible.
- Ensure the safety, organization, and cleanliness of the Blacksmithing & Fabrication Studios, including conducting regular safety meetings and enforcing safe work practices.
- Collaborate with the Operations Department to ensure the Blacksmithing & Fabrication Studios remains OSHA-compliant and that facility maintenance and repair needs are addressed.
- Perform other duties as assigned, including support for museum programming such as exhibition installations, public demonstrations, building and grounds maintenance, exhibition openings, and other Metal Museum events.

QUALIFICATIONS & QUALITIES OF THE IDEAL CANDIDATE

Required

- MFA or equivalent professional experience in blacksmithing and fabrication.
- Minimum of 8 years of professional experience in a metalworking studio, blacksmithing and fabrication environment, or equivalent setting.
- Minimum of 3 years of experience in a supervisory or management role overseeing studio, shop, or fabrication operations.
- Demonstrated proficiency in MIG, TIG, and stick welding.
- Strong technical proficiency in blacksmithing, steel fabrication, and non-ferrous metals.

Additional Qualifications and Qualities

- Candidates with instructional experience in blacksmithing and fabrication are also encouraged to apply.
- Proficiency with Adobe Illustrator, CAD software, and 3D modeling software (Rhino preferred).
- Demonstrated experience in the design and fabrication of architectural metalwork, including project management from concept through installation.
- Proven ability to manage multiple projects, prioritize effectively, and respond productively to changing deadlines and priorities.
- License and Certifications: Driver's license, CDL license, Forklift certified and experience driving and backing up trailers.
- Strong organizational skills with keen attention to detail and a hands-on, collaborative working style, including the ability to maintain a clean, organized, and efficient work studio where tools, equipment, and materials are properly maintained and readily accessible.

- Excellent written and verbal communication skills, with the ability to effectively engage with staff, clients, visitors, vendors, and stakeholders.
- Demonstrated ability to work effectively with individuals and groups from diverse racial, cultural, religious, ethnic, educational, socioeconomic, ability, gender identity, and LGBTQ+ communities.
- Ability to work collaboratively with a wide range of stakeholders, including Museum guests, board members, supporters, clients, vendors, volunteers, and staff, in both small and large group settings.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Position includes lifting and/or moving objects of 20+ lbs.

HOURS, COMPENSATION, AND BENEFITS

This is a full-time, salaried position with a minimum expectation of 40 hours per week. The current schedule includes one weekend day each week. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events as requested. All Museum staff **are required** to be available the week before, during, and after Repair Days, which is held annually in the fall.

The Blacksmithing & Fabrication Manager will have access to the Blacksmithing & Fabrication Studios for personal projects as outlined in the Metal Studios Usage Policy. Access to the Foundry, Repairs & Restoration Lab and the Fine Metal Studio for personal projects will be granted by special permission and may incur shop and material charges as outlined in the Metal Studios Usage Policy and is subject to availability.

This is a salaried position that includes PTO (vacation days, sick leave and Museum observed holidays). Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

TO APPLY

- Email to **careers@metalmuseum.org** the following information:
 - **Cover Letter:** Detailing your relevant experience and why you are a fit for this unique position in the Windgate Metal Studios at the Metal Museum.
 - **Curriculum Vitae (CV): Highlighting** your professional background, technical skills and experience.
 - **Portfolio:** Up to 20 images showcasing your work. For any pieces designed by someone else, please clearly identify your specific role in the execution of the project.
 - **Three References. Preference for letters to come directly to careers@metalmuseum.org**
- Please reference “Blacksmithing and Fabrication Manager” in the subject line. **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.