



Mission Cultural Center for Latino Arts

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JOB DESCRIPTION

Job Title: Print Shop Studio Coordinator and Designer

Department/Program: Mission Gráfica

FLSA Status: Nonexempt

Weekly Hours: 24-32

\$29-\$31

Reports to: Executive Director

Job Purpose

Mission Cultural Center for Latino Arts Print Studio Mission Gráfica (MG) offers low cost screen cleaning and exposing services, classes, studio rentals to the community, and support for established and emerging artists who are new to printmaking to produce great and consistent prints. The Print Shop Coordinator & Designer provides overall coordination of the printmaking program including, developing and implementing all aspects of screen printing textile, relief, and intaglio studio and production. This person designs and produces merchandise for Mission Cultural Center for Latino Arts produced in-house. This person enforces the appropriate use of equipment, resources and space, and promotes and maintains a safe, clean, and secure operation. This job is part-time, 32 hours a week Thursday-Sunday, including evening and weekend hours. Schedule may be adjusted for special events or production deadlines. Regular and reliable attendance is an essential function of this job.

Essential Functions

- Maintain current, accurate inventory of all MG materials, e.g., inks, solvents, oil paint. Responsible for storage and safekeeping of silk screens, graphic art work, equipment and supplies.
- Maintain clean and organized equipment, resources and space ; ensure inks, solvents and supplies are stocked and safely stored. Ensure daily and monthly cleaning. Communicate with custodians/cleaners to keep areas safe, clean and organized.
- Maintain and follow all Safety Data Sheets (SDS). Follow all directives on the use, storage, handling and emergency procedures related to the hazards of cleaning and MG inks, solvents and supplies.
- Organize and pack equipment, materials, and supplies as necessary.
- Instruct users/students in the correct and safe handling of all MG supplies and equipment. Follow and enforce appropriate safety guidelines with all users/students. Provide orientation to renters.
- Provide workshops as needed for staff, youth, and adults.
- Form part of the team that designs and prints posters, t-shirts, according to MCCLA's cultural calendar and branding. Prepare presentations and represent MCCLA at events and other public relations activities.
- Oversee intake of silkscreen jobs. With the Executive Director and/or Managers to provide quotes and generate invoices for all jobs and in-kind donations.
- Assist with the annual programming plan and budget and with long-term plans. Identify project/plan needs, and research equipment and supplies. Integrate the program with other MCCLA programs.
- Work with Operations Manager to review cost analysis for materials, supplies, and equipment used for production of merchandise, art store, workshops, and rentals.



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- Mentor and supervise youth workers, apprentices, and studio monitors as needed.
- Be an active and collaborative cross functional MCCLA team member.
- Support MCCLA team in curation, installation, vinyl and glowforge printing, and in any project requiring team participation.

QUALIFICATIONS

MCCLA Values and Modeling Behavior

- Promote a positive environment for all by expressing the values of responsibility, integrity, accountability and excellence, at all times.
- Provide leadership by expressing point of view, being receptive to a wide variety of ideas, arguments and information, and engaging others in dialogue.
- Collaborate with coworkers, interns, volunteers to achieve common goals or to complete tasks in effective and efficient ways.
- Adhere to MCCLA personnel policies and procedures.
- Follow copyright and trademark guidelines.

Education/Training: Degree in printmaking, textile design, fine art/visual art, or other related discipline.

Experience: 4+ years' experience as printmaker/printmaking instructor, product designer.

Knowledgeable in the correct and safe use of tools, materials and equipment of a printmaking workshop/studio.

Skills/Abilities

- Bilingual English and Spanish verbal and written fluency is required for this job.
- Comfortable learning and using the digital tools MCCLA uses—with little to no assistance, and willing to try out new technologies and work tools.
- Creative.
- Manages internal and external relationships in ways that promote the best interests of all parties. Treats others with respect and dignity. Respectfully engages in disagreements.
- Provides clear, concise information to others in verbal, written, electronic and other communication formats. Communicates in an effective, tactful, and professional manner with a wide variety of people. Listens actively and empathetically to the views of others.
- Self-sufficient—takes the initiative and completes work without undue supervision.
- Successful track record in setting priorities, tracking responsibilities, and meeting deadlines and goals.

Physical Requirements

The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

- Primary functions require sufficient physical ability and mobility to work in an indoor environment, e.g., noisy, dusty, old printmaking facility.
- Activities that occur constantly are communicating effectively with others to exchange information; assessing the accuracy, neatness and thoroughness of the work; repeating motions



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efficiently that may include the wrists, hands and/or fingers; remaining in a stationary position, often standing for prolonged periods.

- Activities that occur occasionally are moving about to accomplish tasks or moving/traveling from one worksite to another; adjusting or moving objects less than 50 pounds in all directions.

Work Environment

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an indoor environment; noise, dust, variance in temperatures, moisture and/or humidity, paint fumes; exposure to electrical hazards, mechanical hazards, chemical hazards, and/or burn hazards.

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment, or a promise or guarantee of any specific terms or conditions of employment. The Mission Cultural Center for Latino Arts may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Send letter of interest and resume to: martina@missionculturalcenter.org