



Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

JOB DESCRIPTION

Job Title: Print Shop & Studio Manager

Department/Program: Mission Gráfica

FLSA Status: Full-time, nonexempt

FTE: .625

Reports to: Executive Director

Job Purpose

Mission Gráfica (MG) program 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. The Print Shop & Studio Manager will provide overall supervision of the MG program including, developing and implementing all aspects of silkscreen and textile print production, teaching classes, and a screen printing component. This person models and enforces the appropriate use of equipment, resources and space, and promotes and maintains a safe, clean and secure operation.

This job is 25 hours a week, including evening and weekend hours, and has a fluctuating work schedule. Regular and reliable attendance is an essential function of this job.

Essential Functions

- Oversee intake of silkscreen jobs. With the Executive Director or their designee, provide quotes and generate invoices for all jobs and in-kind donations.
- Design and print posters and t-shirts, according to MCCLA's cultural calendar and branding. Follow copyright and trademark guidelines.
- Plan, prepare, teach, and evaluate screen printing classes and workshops, and silkscreen workshops for youth and adults. Promote a positive environment for all by expressing the values of responsibility, integrity, accountability and excellence, at all times. 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.
- Prepare presentations and represent MCCLA at events and other public relations activities.
- Assist with the annual programming plan and budget and with long-term plans by identifying program/plan needs and researching equipment and supplies needs. Integrate the program with other MCCLA programs.
- 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



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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.
- Assist the Executive Director and others with MG's ongoing Archive Project (the selection and preservation of MCCLA's print collection).
- Supervise Print Studio Coordinator and Studio Monitors.

Experience & Education/Training

- Bachelor's degree in printmaking, textile design, fine art/visual art, or other related discipline, and 3+ years' experience as printmaker and printmaking instructor.
- Successful track record in setting priorities, tracking responsibilities, and meeting deadlines and goals.
- 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. 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.
- Collaborative. Demonstrates a work style that helps employees work together to achieve a common goal in ways that benefit MCCLA and its employees. 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.
- 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. Comes up with unique and innovative solutions to obstacles. Eager to solve problems and may lead to new ways to accomplish tasks and add to a more efficiently run print shop and studio.
- Self-sufficient—takes the initiative and completes work without undue supervision.

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.



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- Primary functions require sufficient physical ability and mobility to work in 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 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.

Salary range: \$32 - \$35

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