

Kala Art Institute - Studio Position

Job Title:	Print Studio Technician
Department/Program:	Studio/Residency
Accountability:	Artist Residency Manager
Hours:	24 hours per week / 52 hours per pay period
Rate of Pay:	\$24/hr
Benefits:	Pro-rated vacation, sick, and holiday

Job Summary: The **Print Studio Technician** is responsible for maintaining Kala Art Institute's 1060 Heinz Avenue printmaking studio and provides technical support for artists and instructors. The areas of the printmaking studio to oversee include: lithography, screenprint, intaglio, relief, letterpress, and monotype.

Duties and Responsibilities:

Monthly Studio Responsibilities:

- Maintain all printmaking supplies, equipment, and infrastructure in working order.
- 1 x month: Reorder supplies needed. (Solvents, Rags, Acid, Plates)
- 1 x month: Dispose of hazardous waste.
- 1 x month: General cleaning and maintenance of print studio facilities; individualized areas if needed.
- 1 x month: Give incoming Artists-in-Residence a print studio orientation and provide follow-up support as needed.

General Studio Responsibilities:

- Maintain inventories for all studio supplies.
- Maintain and further technical knowledge in all print media.
- Provide technical assistance for all Artists-in-Residence, within reason. If extensive training is needed for an artist refer out to other AIR.
- Develop and enforce Health and Safety Protocol. Up to date MSDS, provide a copy for the communal studio.
- Prepare and submit hazardous waste report to the City of Berkeley.
- Prepare and ensure safe handling and code compliance of acids and other sensitive material.
- Manage service and supplier communications.
- Integrate new equipment, training staff and AIRs on equipment.
- Improve facilities as needed (floor plan revisions, deep cleaning, disposal of old items).
- Prepare and Maintain flat files and cubby storage for incoming and outgoing AIRs.
- Provide tours to community and school groups that come at a scheduled time to see the facility.
- Handle maintenance requests and supply reorder forms, responding to artists about timeline and progress, and keeping all processed requests for accountability.

Artists-in-Residence Requirements:

- Maintain a clean and organized work area, and equipment for current and upcoming AIRs, classes and workshops.
- Provide any additional orientations on equipment, health and safety, print specific processes for AIR's, fellows, and teachers.

Office Requirements:

- Maintain a daily/weekly blog post in shared google doc.
- Maintain and keep up to date posted office hours.
- Answer phones while in office.
- Communicate with Artist Residency Manager regularly about general requests, inquiries, and communication to all AIRs, Interns, and Fellows weekly for newsletter.
- Manage any resale of copper, photopolymer plate, and film in Filemaker for invoicing.

Organizational Requirements:

- Organize coverage for any vacation/holiday hours. Maintain communication with staff.
- Organize any spending or reimbursement for studio expenses.
- Participate in weekly staff meetings.
- Participate in marketing and social media initiatives.
- Participate in organizational long-term planning and serve on committees like strategic planning, auction planning, and other cross-departmental initiatives.

Print Studio Technician Signature

Date

Supervisor's Signature

Date