



*~ Bringing Art to Life ~*

**Position Title: Printmaking Studio Coordinator**

**Employer: Maude Kerns Art Center – Eugene, OR**

Founded in 1950, Maude Kerns Art Center (MKAC) is a nonprofit community center dedicated to the visual arts. Our mission is to promote and advocate for the creation and appreciation of the visual arts by offering a wide variety of education and exhibition programs for all ages, studio space for artists, and support for community artists.

The Whiteaker Printmaking Studio (WhitPrint), located in the eclectic Whiteaker neighborhood, is a community-based printmaking studio, originally founded in 2015. Its mission is to preserve and promote the practice of traditional fine-arts printmaking through studio access, education, exhibitions, and related endeavors. The 3,000 square foot studio provides space and equipment to support members, students, and visiting artists in many forms of printmaking, from linocut and screen printing to copper etching and stone lithography.

The Printmaking Studio Coordinator (PSC) is responsible for coordinating the daily operation of the studio and works with the Director of Arts Education (DAE) to coordinate and develop MKAC's printmaking programs. The PSC must be able to work successfully with a broad spectrum of staff, instructors, artists, students, members, volunteers, and other community partners. The PSC reports to and works directly with the DAE and Executive Director (ED). Position will primarily be Monday through Friday, with occasional weekends.

**Required Skills & Experience:**

- Bachelor's degree or commensurate work experience
- Extensive experience in two or more printmaking techniques, with some experience in at least one more
- Familiarity with Microsoft Office Suite and Google Cloud Based System
- Strong organization and communication skills
- Ability to work flexible hours

**Preferred Skills & Experience:**

- Bachelor's degree in Art, Art Education or Studio Art
- Overall understanding of most printmaking techniques
- Experience organizing and maintaining classroom or studio spaces
- Experience working with instructors and students
- Experience working with individuals of a variety of ages and backgrounds
- Basic understanding of inventorying and spreadsheet development

**Duties & Responsibilities:**

**70% Printmaking Studio Operations and Education Coordination**

- Serve as the primary coordinator for printmaking studio and programs
- Oversee printmaking studio member artists program
- Facilitate new member orientations

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- Provide general assistance to member artists as needed
- Provide more in-depth tutoring in printmaking methods to member artists
- Ensure studio users understand the proper use of equipment and supplies
- Works with DAE to develop, coordinate, and implement arts education printmaking programs including classes and workshops
- Assist instructors during class sessions when necessary
- Maintain equipment and the daily organization of the studio
- Assists DAE to support evaluation and assessment of printmaking programs and instructors
- Works with ED to navigate and resolve facility issues and liabilities
- Train and supervise studio volunteers

**20% - Outreach and Event Support**

- Works with MKAC staff to develop and implement public-facing studio events, including open houses, demonstrations, exhibits, and more
- Provide studio tours to the public
- Works with MKAC staff to coordinate annual Emerald Print Exchange fundraiser
- Assists DAE to provide printmaking program content for newsletter, press releases, and social media
- Assist with Art Center events, including opening receptions for exhibits, fundraisers, and community outreach events
- Assist with occasional evening and weekend Art Center events

**10% - Inventorying and Materials Support**

- Inventory and track printmaking program art materials and studio supplies and assists DAE for budgeting and purchasing

**Hours:** Part-time, 25 hours per week

**Pay:** \$20 per hour

**Application Materials:**

- Cover letter describing experience, skills, and how you are an ideal candidate
- Resume
- Three professional references

**Application Process:**

To apply, please email all application materials to [staff@mkartcenter.org](mailto:staff@mkartcenter.org)

Review of applications starts March 15, but position will remain open until filled.

**Equal Employment Opportunity**

Maude Kerns Art Center (MKAC) is an equal-opportunity employer. MKAC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity and expression, veteran status or any other basis prohibited by local, state, or federal law. We encourage people from all backgrounds to apply.