



## Photography and Digital Arts Department Facility Manager & Teaching Artist

We are seeking a dedicated individual with extensive knowledge of photography, both analog and digital, to join our team. The ideal candidate will possess strong organizational skills, a positive attitude, flexibility, and a collaborative mindset. Responsibilities include maintaining a clean and safe studio environment, providing technical support, and managing equipment, studios, maintenance and repair. The successful candidate will also have experience with teaching a variety of processes and developing curriculum for both youth and adults. Additionally, the role involves managing our eBay shop, building community engagement, and assisting with administrative tasks as needed. If you have a passion for photography and the ability to work effectively in a dynamic environment, we encourage you to apply!

**Reports to:** Juliana Muniz, Director of Photography & Digital Arts

**Hours:** Full-time, 40 hours per week

**Salary:** 33 - 35K per year

### Minimum Qualifications:

- 2+ years experience working and/or teaching in the photography field
- Bachelor's Degree in Photography and or Digital Arts
- Extensive knowledge of photography, video, and alternative processes
- Technically and mechanically savvy
- Available to work nights and weekends

### Knowledge/Skills Required:

- Extensive knowledge of photography (analog and digital)
- Organization skills
- Positive attitude, flexibility, and team player
- Ability to maintain a clean, organized, and safe studio environment while modeling best practices to students and studio users
- Knowledge or experience with the maintenance and/or repair of equipment including but not limited to...
  - Flash strobes
  - Tripods & lighting stands
  - Digital cameras
  - 35mm, medium & large format film cameras
  - Enlargers
  - Macintosh Computers
  - Scanners
  - Projectors
  - Vintage, antique and one of a kind photography equipment
- Experience with troubleshooting and technical support
- Ability to teach a variety of processes and develop new curriculum for youth and/or adults

**Responsibilities:**

- Assist in maintaining facilities, specifically photography lighting studio, digital lab, darkrooms, alternative process spaces and galleries
- Maintain and repair equipment.
- Provide technical support to programs, and classes
- Manage eBay shop
- Build community through management of Photography & Digital Arts Darkroom Club, recruiting facility users, and supporting Artists in Residence, and Teaching Artists
- Developing lesson plans and curriculum for classes, workshops, programs, and private lessons
- Teach classes, workshops, and private lessons on an as-needed basis
- Assist with administrative tasks, including but not limited to customer service and facility tours

**How to Apply:**

Please email your Cover Letter and Resume/CV to:

Juliana Muniz

Director, Photography & Digital Arts

[jmuniz@flowercityarts.org](mailto:jmuniz@flowercityarts.org)

**Deadline to Apply: March 18, 2024**

**Tentative Start Date:** April 1, 2024