



Printmaking & Book Arts Studio Manager Job Description

Location: Flower City Arts Center, 713 Monroe Ave., Rochester, NY 14607;
<https://flowercityarts.org/>

About Us: Flower City Arts Center is a community-focused nonprofit organization that provides education, support, and access for people to create and enjoy art.

Job Summary:

- Assist Printmaking & Book Arts director in maintaining the studio environment, specifically letterpress, papermaking, screen printing, bookbinding, printmaking studios, and Risograph.

Reports to: Director of Printmaking & Book Arts

Knowledge/Skills Required:

- Knowledge of the Printmaking and Book Arts field including relief printing, intaglio, letterpress, papermaking, bookbinding, Risograph, screen printing, and their related histories
- Ability to maintain a clean and safe studio environment and model best practices to students and studio users
- Knowledge of studio arts including drawing, painting, pastel, etc.
- Cleaning and organization skills

Key Responsibilities:

- Maintain, clean, and organize studio spaces
- Monitor studio supply inventory
- Ongoing Risograph maintenance
- Customer service and facility tours
- Teach/facilitate custom programs and private lessons on an as-needed basis

Minimum Qualifications:

- 2+ years experience in customer service and/or teaching
- 3+ years experience screen printing

- Bachelor's Degree in Studio Art, preferably in printmaking and book arts related disciplines
- Knowledge of printmaking and book arts related processes
- Available to work occasional evenings and weekend hours
- Friendly, positive attitude, flexibility, team player

Hours: 20 hours

Pay: \$20/hr

Please email your Cover Letter and Resume/CV to:

Megan Magee Sullivan

Director, Printmaking & Book Arts

msullivan@flowercityarts.org

How to Apply: Interested candidates should submit a cover letter and resume outlining qualifications and experience by **June 18th**. Please include two professional references.

Flower City Arts Center is an equal opportunity employer. We care about diversity, accessibility, and justice and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, ethnicity, national origin, gender identification, sexual orientation, religion, size, disability, age, or any other protected class.