



THE MANIFEST CENTER FOR THE VISUAL ARTS EMPLOYMENT OPPORTUNITY

PRINT STUDIO TECHNICIAN

Manifest is an internationally recognized award-winning non-profit organization founded in 2004 by artists dedicated to creating high quality experiences of visual art through exhibition, publication, artist-support, and education championing the importance of visual literacy, critical thinking, and skill development.

Manifest's mission is to promote quality in the visual arts by providing meaningful and accessible art-based experiences for the public, to support deep learning outside academia, nurture skill development, visual literacy, and critical thinking for a diverse public, and to undertake the ongoing documentation and dissemination of exceptional art for posterity.

Manifest's vision is to be a sanctuary for the practice, learning, and experience of the visual arts.

Position Summary

Manifest is seeking a knowledgeable and highly organized Print Studio Technician to support and manage its new lithography and intaglio printmaking studio. This position is responsible for maintaining a safe, well-equipped, and inspiring studio environment that supports printmaking in an educational and collaborative context. The Technician provides technical support to artists and students, oversees equipment and materials, and helps maintain the studio as a professional-level creative workspace.

This is an opportunity to shape a new fine art print studio into a dynamic hub for learning, experimentation, and collaboration rooted in the traditions of stone lithography, etching, and other printmaking techniques.

Print Studio Technician (Program/Facility)

This will be a new position at Manifest.

Location: Manifest Center for the Visual Arts (Manifest Drawing Center), Central Parkway Facility (M1)

Part-time 20 hours per week*

Flexible working hours, including some evenings and weekends.

** For qualified candidates a separate teaching contract, on a course-by-course basis and potentially on an annual basis, may be an added aspect of this position.*

Compensation: \$18/hr

Reports to: Executive Director and Education & Studio Program Manager

(Works under the general direction of the Executive Director and the day-to-day supervision of the Education & Studio Program Manager, in coordination with the Operations Manager on facilities, safety, and procurement matters.)

PRIMARY RESPONSIBILITIES

Studio Operations and Oversight

- Oversee the day-to-day functioning of the print studio, including access scheduling, open studio time, and workshop support.
- Train and supervise studio moderators, student assistants, and volunteers.
- Ensure the studio is clean, organized, and safe, with all tools and spaces ready for use.
- Maintain studio documentation, including user guides, safety protocols, and training resources.

Equipment Maintenance and Technical Support

- Maintain and repair printmaking equipment, including lithographic and etching presses, hotplates, ventilation systems, and graining sink.
- Prepare and maintain lithography stones and etching plates, including graining and surfacing.
- Troubleshoot technical problems related to materials, processes, or equipment.
- Ensure proper operation of studio infrastructure (e.g., plumbing, ventilation systems, access points, etc.).

Materials, Safety, and Environmental Stewardship

- Oversee and enforce safety procedures related to chemicals (acids, solvents, inks), PPE, ventilation, and waste disposal.
- Maintain up-to-date SDS/MSDS records and ensure users are trained in handling hazardous materials.
- Monitor and manage chemical usage and ensure compliance with health, safety, and environmental regulations (institutional and governmental).
- Coordinate proper disposal of hazardous waste according to EPA/local regulations.

Inventory and Supply Management

- Monitor, order, and restock studio materials and consumables (e.g., inks, paper, solvents, tools).
- Track inventory levels and work within a set budget to maintain adequate supplies.
- Research and propose improvements or new tools that enhance studio capabilities.

Support for Artists, Students, and Faculty

- Assist artists-in-residence, instructors, and students with technical aspects of print projects, including material prep, press setup, and registration.
- Act as a collaborative partner with artists during special projects and editions, helping resolve process challenges or suggesting techniques.
- Support instructional staff during workshops and classes as needed by preparing materials and equipment, and offering technical demonstrations.

Collaboration and Studio Development

- Collaborate with staff to develop new programs, workshops, or artist residencies.
- Assist with planning and implementation of public programming related to printmaking, and assist with, host or co-host tours of the printmaking wing.
- Stay current with advances in fine art print processes and studio safety, and propose new techniques or systems as appropriate.

Qualifications and Skills

Required:

- BFA or equivalent experience in Printmaking, with a strong foundation in stone lithography and intaglio processes.
- Demonstrated experience working in a fine art print studio (educational, nonprofit, or residency-based).
- Expertise in the safe use and maintenance of printmaking equipment and materials.
- Understanding of ventilation systems, chemical handling protocols, and hazardous waste disposal.
- Excellent organizational and communication skills.
- Ability to work both independently and collaboratively with artists and students of varying skill levels.
- Physical ability to lift 50 pounds, operate presses and equipment, and perform tasks that require standing, kneeling, or repetitive motion.

Preferred:

- MFA in Printmaking or equivalent advanced experience.
- Prior teaching experience or experience assisting in academic studio courses or community workshops.
- Familiarity with hybrid or contemporary printmaking techniques (e.g., photo-polymer, chine-collé, or non-toxic etching).
- Experience with print documentation and archiving practices (e.g., editioning logs, chop marks, paper handling).
- Knowledge of conservation and archiving practices and experience preparing prints for exhibition.
- Experience in collaborative print projects or as a master printer.

Working Conditions

- Studio environment with exposure to solvents, acids, pigments, dust, and machinery noise.
- Must use appropriate PPE and enforce its use by others.
- Requires regular lifting, use of hand tools, and operation of heavy presses and litho stones.

TO APPLY:

Email with SUBJECT LINE: Application to PRINTMAKING STUDIO TECH Position

Send cover letter, c.v, and contact info for three references to: hr@manifestgallery.org

LEARN MORE ABOUT MANIFEST AT: www.manifestvisualarts.org

ABOUT MANIFEST TODAY

Manifest is currently working to achieve the convergence of its two locations under one permanent roof and undertake a comprehensive renovation and expansion of our historic building. The first of two phases of renovation is nearing completion, including building expansion and creation of the Manifest Printmaking Studio dedicated to stone lithography and relief printmaking processes, equipped with as many as six presses.

In order to undertake the outfitting, setup, launch, and ongoing operation of this key program facility, we seek to expand our team with a staff role dedicated to the printmaking discipline.

Learn more about this landmark effort at manifest-emerges.org