



## **Position Description: Printmaking Studio Facilitator**

The Printmaking Studio Facilitator is responsible for the overall general maintenance and upkeep of the print studio.

The Studio Facilitator coordinates with the Artistic Director on any issues dealing with purchasing supplies, equipment breakdown and replacements, renters' issues, scheduling issues and classes, etc.

### **Studio Facilitator Role and Responsibilities:**

- ***Environment & Organization***
  - Manage the organization and cleanliness of the studio.
  - Support and sustain a positive and welcoming studio space and experience for renters, students, and instructors.
  - Orient new studio renters and instructors to the studio, including to equipment, organization, and tasks.
  - Ensure that former renters remove their items from cubbies within five days of leaving.
  
- ***Materials and Equipment***
  - Maintain studio inventory document and actual inventory purchases.
  - Maintain equipment either by fixing it or hiring it out.
  - Clean and maintain the ferric chloride tank.
  - Maintain tools and smaller supply needs, ordering new stock when needed. Work with Artistic Director to ensure budget is met.
  - Monitor the amount of work created in relation to space constraints and ensure any renter knows their storage space limits.
  
- ***Education & Cooperative Model***
  - Run skill sharing sessions for renters to ensure all are building on their studio knowledge.
  - Research and implement new eco-friendly studio practices.
  - Meet with Artistic Director once a month.
  - Meet with any continual studio renters once a month.
  - Maintain open and direct communication with renters on all matters of operating a cooperative studio space.

In exchange for studio facilitation roles and responsibilities, the facilitator receives rent reduction as well as tuition credit.

This position will remain open until filled. Interested applicants should send a cover letter and resume to Ruth Pszwaro at [programs@grandmaraisartcolony.org](mailto:programs@grandmaraisartcolony.org).