



CROW'S SHADOW INSTITUTE *of* THE ARTS

Job Description

Master Printer

Full time, exempt

Reports to Executive Director

Crow's Shadow employs an experienced Master Printer that contributes to the continued growth of our organization. We are a 501(c)(3) non-profit dedicated to providing a creative conduit for educational, social, and economic opportunities for Native Americans through artistic development. The Master Printer works with the Executive Director and Board of Directors to run an established artist-in-residence program, educational programs, and over sees a professional print studio. The Master Printer has technical expertise covering a wide range of printing processes, with an emphasis on all forms of fine-art lithography.

The Master Printer promotes Crow's Shadow and fine art lithography; manages all aspects of the Crow's Shadow professional studio; collaborates with artists to print editions; and supervises and teaches printmaking workshops.

General Duties:

- Maintains all aspects of professional print studio, including printing materials, tools and equipment.
- Performs routine equipment and press maintenance.
- Maintains and tracks print inventory, permanent collections, and archived prints.
- Frames published prints for permanent collection, using archival materials, at the direction of CSIA staff.

Collaborative Master Printer Duties:

- Works collaboratively with visiting artists to create published editions and series.
- Prepares and publishes hand-pulled, limited-edition prints as specified with the collaborating artists and CSIA staff, to the highest standards of quality.
- Schedules press time and maintains appropriate operational workload to achieve quality and timely production.
- Maintains all relevant records pertaining to publishing.
- Tracks and records publishing expenses.

Teaching and Educational Duties:

- Prepares and teaches public printmaking workshops, both in-house and at external facilities. Workshops are geared towards adult learners, with little to no printmaking experience. Advanced workshops are offered depending on public interest.
- Prepares private workshops according to client needs.
- Teaches on-going print class with select high school students; ages range 14-18
- Teaches and oversees summer youth print programs; ages range 10-14

Other duties, skills and knowledge:

- Assists in organizing and managing digital and physical files
- Utilizes database system (FilemakerPro) for inventory and client tracking
- Demonstrates strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Possesses knowledge of supplies, equipment, and/or services ordering and inventory control.
- Has ability to effectively manage time and schedules.
- Has ability to monitor and/or maintain quality control standards.
- Has ability to supervise and train employees and interns, to include organizing, prioritizing, and scheduling work assignments.
- Has strong organizational and coordination skills.
- Travels regionally, nationally, and internationally to promote Crow's Shadow Institute of the Arts, and its prints and programs.
- Has ability and willingness to speak in public settings.