



## Coordinator of Technology Programs

**Status:** Part-time (20 hours per week)  
**Benefits:** No  
**Reports to:** Director of Technology and Facilities

### About Marwen:

Marwen educates and inspires young people to nurture their growth and build their futures through art and community. Founded in 1987, the no-cost studio and pathway programs exist for young people in Chicago who want to explore visual arts and do not have access to arts programming due to financial and systemic barriers. Courses are facilitated by teaching artist teams. For more information, visit [www.marwen.org](http://www.marwen.org).

### Overview of Position:

The Coordinator of Technology Programs provides A/V and technical support to Marwen's courses, especially its technology-based programs including digital and darkroom photography, videography, animation, 3D printing and graphic design. This includes studio set up and maintenance, equipment organization, supply inventory, basic computer and iPad lab maintenance, and communication with teaching teams to support studio and course needs. The Coordinator of Technology Programs helps teaching artists and young people use technology in their learning; ensures that Marwen's technology studios are well-maintained and accessible; and supports A/V and printing needs across courses, workshops, exhibitions, and events. The coordinator partners closely with the Program staff as well as the Director of Technology and Facilities to ensure the smooth operation of the studios and provides thought partnership in program delivery. Candidates must be able to work on-site, including evenings and weekends during programming terms.

### Responsibilities:

#### Studio & Program Support

- Act as primary studio support contact for teaching artists in technology programs, regularly checking in and supporting daily needs in collaboration with the Coordinator of Studio Programs
- Support teaching artists in the use of digital technology available at Marwen
- Support the maintenance of A/V hardware and software, and have the ability to learn new equipment and technologies to support Marwen's programs
- Participate as a thought partner, and committee member in course proposal selections as it pertains to technology and media-based proposals
- Collaborate with Program staff on the continued development of virtual offerings

#### Studio Maintenance & Technical Support

- Ensure technology studios and labs are reset and organized after each class and each term
- Implement and maintain best practices, guidelines, and workflows for the use of technology studios and digital tools
- Collaborate with the Director of Technology & Facilities to maintain and track the maintenance and replacement of technology equipment including Epson program printers, scanners, DSLR cameras, tripods, lights, microphones, and other supplies
- Coordinate and organize the inventory of digital media program supplies, including hardware, software, equipment, and materials
- Provide technician support for darkroom studio including mixing of chemicals, and darkroom maintenance
- Basic maintenance of troubleshooting and issue tracking during classes

### **Exhibitions Support**

- Collaborate with the Exhibition Coordinator and Manager of Studio Programs to install all digital work including videos, and projections, and oversee in house printing of student photography and graphic design in Marwen's exhibitions and events (approximately 4-5 a year)

### **Ideal candidate will have:**

- Minimum 2 years experience working with audio/visual technology
- Ability to lift a minimum of 30lbs. comfortably, confidence and ease working on ladders
- Proficiency with macOS and iOS environments preferred
- Ability to learn new technologies and equipment
- Must be able to work a consistent after-school program schedule, including evenings and Saturdays during programming terms
- Proven experience with Adobe Creative Cloud applications
- Experience in arts education and/or arts administration, or creative nonprofit organization or ability to learn
- Experience working collaboratively and efficiently within a team
- Proven project management skills and ability to prioritize tasks effectively
- Strong attention to detail is essential
- Proficient in comprehending project specifications and adeptly conveying them to teaching artists, staff and young people
- Strong problem-solving skills

The compensation for this position is \$22 per hour commensurate with experience.

Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color.

Please send a resume and cover letter to [careers@marwen.org](mailto:careers@marwen.org) with the subject line "PT Coordinator of Technology Programs." The deadline for submissions is **January 31, 2023**.