



Marwen

Coordinator of Technology and Digital Programs

Status: full-time
Benefits: yes
Reports to: Manager of Studio Programs

The Coordinator of Technology and Digital Programs is a passionate, equity-focused, youth development practitioner who believes in the power of young people, community, and the arts to lead efforts for social change. The Coordinator is responsible for supporting the continual development of dynamic, youth-centered arts programming focused on the three technology studios, lighting lab, and darkroom at Marwen's 29,000 square foot art center. The Coordinator of Technology and Digital Programs builds capacity for digital learning across studio programs by ensuring that Marwen's technology studios are well-maintained and accessible; supporting the use of technology by staff, youth, and artists; teaching technical skills; and supporting digital, A/V, and printing needs across courses, exhibitions, and events. This person acts as Marwen's resident expert in several of the following areas – digital and darkroom photography, videography, animation, design, 3D design, and printing – and has the foundational technology skill to support work in all areas.

Responsibilities:

Program Support & Collaboration

Support all courses, workshops, and residencies focusing on photography and digital media

- Work with the studio program team to identify opportunities for implementing digital learning across all mediums and disciplines
- Collaborate with other program staff to evaluate course proposals and provide feedback on courses and programs in digital media
- Collaborate with teaching artists and Manager of Studio Programs on the continued development of virtual courses by researching virtual teaching and participating in course design conversations
- Train teaching artists in the use of digital technology available at Marwen
- Co-facilitate the Lab program, offering specialized support to residents working in digital media and photography
- Coordinate field trips and guest artists for digital media and photography courses

Technology Studio Management/Maintenance

- Coordinate the inventory and purchase of digital media program supplies (hardware, software, equipment) and materials
- Offer general technology support for 3rd floor courses during program time and ensure studios and labs are reset after each class
- Develop digital workflows for technology courses including managing storage drives, printing, etc.
- Mentor and partner with interns, apprentices, and studio technicians to maintain technical aspects of studios
- Develop and maintain best practices and guidelines for the use of technology studios and digital

tools

- Manage and track the maintenance and replacement of technology equipment including Epson program printers, scanners, DSLR cameras, tripods, lights, microphones, and other supplies
- Coordinate and track check-out and use of equipment
- Work with Manager of Studio Programs and Operations team to develop budgets for digital media supplies, equipment, and facility needs
- Work with IT and Operations teams to troubleshoot digital technology integration across the organization and provide operational support as needed

Exhibitions

- Lead installation of digital works in all Marwen exhibitions
- Collaborate with Studio Programs staff to curate student exhibitions and Art Fair
- Oversee the printing of student work for exhibition and reproduction
- Monitor technology-related expenses for exhibitions
- Coordinate documentation of course exhibitions; maintain digital archive of student exhibition work for student and staff use

Qualifications

- Over 5 years of practice in digital photography
- Experience working with audio/visual technology
- Facility with macOS, iOS environments, and experience with MDM platforms
- Familiarity with Adobe Creative Cloud management and software
- Teaching artist experience
- Willingness to learn new technologies and equipment
- Skilled collaborator and communicator

Ideal candidates will have experience with some or all of the following:

- Experience in any of the following disciplines: digital and darkroom photography, digital or analog video, animation, graphic design, 3D design
- Mac and Windows Computers, Microsoft Outlook and Office Suite, Google Suite, TeamUp software
- Photoshop, Lightroom, Camera Raw, Bridge, InDesign, Illustrator, Acrobat, FlexColor, Color Perfect in Photoshop
- Google Admin dashboard, Apple Remote Desktop, and Apple Business Manager
- Tungsten and Strobe Lighting Systems, Digital Inkjet Printing, Canon and Nikon DSLR Cameras, Black & White Darkroom, View Camera, Rangefinder camera, 35mm, 120, 4x5, and 8x10 film shooting, scanning, editing, and dusting (color and black & white) a plus

The compensation for this position is \$40,000 - 42,500 annually commensurate with experience and includes full health benefits, generous PTO, and 403b.

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 with the subject line "Coordinator of Technology and Digital Programs." The deadline for submissions is **December 17**.