

Position Title:	Shop Tech
Company Name:	Zygote Press
Reports To:	Executive Co-Directors
Job Function:	Maintain studio and facility operations
Job Type:	Part-time, non-exempt Some evening and weekend hours required
Primary Location:	1410 East 30th Street, Cleveland, Ohio

## OVERVIEW

Zygote Press (“Zygote”) is an artist-run, fine art print shop located in two (2) Cleveland, Ohio neighborhoods: Superior-St. Clair and Collinwood. Founded in 1996, Zygote’s Superior-St. Clair 6,500-sq. ft. studio offers artists facilities for intaglio, lithography, relief printing, screen printing, letterpress and a digital media output center; studio spaces to rent; exhibition opportunities; and classes. Zygote’s outreach initiatives include traveling archives and five mobile presses. Zygote is the only open-access print studio in Northeast Ohio and the largest in the state. With annual national and international residency programs and program-driven resources for emerging and established artists, Zygote has played an integral role in the revitalization of the Arts Quarter district of the Superior/St. Clair neighborhood.

In 2013, Zygote acquired a 1,500 square foot residence space and 2,000 square foot satellite facility in Collinwood, which will allow has allowed Zygote to expand its fine art printing activities and programming and act as an anchor fine arts center in this developing arts neighborhood.

## POSITION SUMMARY (Shop Tech (ST))

The Shop Tech reports to the Executive Co-Directors and works in tandem with the AIR Artistic and Education Coordinator to ensure that the needs of the facility are met for the community shop at E 30th Street. The ST will oversee general ordering and upkeep of shop supplies, regularly clean the shop to maintain a high quality studio space for renters, and address maintenance needs throughout the shop. The ST will coordinate with the Office Manager and Executive co-Directors to communicate shop news and announcements to the shop users. The ST will manage interns in shop projects and conduct tours of the facility. The ST will work with the Exhibitions & Residency Manager and AIR Artistic and Education Coordinator to coordinate shop use by resident and other visiting artists and be available during work hours to answer artist questions. The ST will run and schedule interns for Open Studio on Saturdays and communicate regularly with Executive co-Directors about the needs of the shop and it’s renters.

## SHOP/ADMIN DUTIES

- Meets regularly with Executive co-Directors to give updates on the shop and renters
- Creates and implements maintenance plans for the East 30<sup>th</sup> Street facility as they pertain to space and equipment
- Supplies Office Manager and Executive co-Directors with shop news to communicate to renters in the “Shop Talk” newsletter
- Works with staff to identify needs and create signage and/or emails to alert community of users about health and safety, procedural, programmatic, and scheduling notices as they relate to basic shop operations
- Orders all studio materials and manages the budget for all on-site Zygote services and events relating to shop use
- Maintains equipment and shop space including but not limited to equipment maintenance, shop cleaning, organization of shop layout, attention to basic facility needs such as heating filter replacement, light plumbing, appliances, and lighting
- Ensures that shop users, staff, and interns adhere to the guidelines of the green initiative in the shop
- Conducts shop use orientation for new shop users
- Conducts classes/workshops/group tours when needed
- Trains interns on proper shop use, cleaning, and long term project expectations
- Helps coordinate and facilitate renter meetings

- Manages renter issues and requests
- Runs weekend Open Studio session and schedules interns to help
- Purchases all items for bathrooms and kitchen including but not limited to paper towels, soap, trash bags, coffee and coffee filters
- Clean shop regularly and manage cleaning schedule for shop interns
- Ensures the shop is presentable to the public before openings and other events
- Promotes systems for healthier, safer workflow efficiencies
- Works to continually improve the shop and services provided to users

#### **REQUIRED EXPERIENCE**

- Excellent technical traditional printmaking capabilities required
- Intimate knowledge of and experience organizing and running a print shop
- Excellent time management and organizational skills
- Ability to manage interns and work collaboratively with staff
- Strong written and oral communication skills
- Ability to communicate effectively with management and staff
- Excellent interpersonal skills
- Knowledge of local arts scene and national printmaking community
- Ability to keep track of large amounts of information
- Experience in contract or collaborative printmaking a plus

#### **Other duties as assigned**

#### **EDUCATION**

Bachelor's degree required in related field or equivalent work experience; MFA in Printmaking preferred  
Extensive knowledge and/or understanding of traditional and new printmaking techniques and experience maintaining a print shop required

#### **LANGUAGE SKILLS**

Proficiency reading, writing and speaking English

#### **PHYSICAL REQUIREMENTS**

Read and see clearly

Sit for extended periods of time

Stand for extended periods of time

Walk up several flights of stairs

Lift up to 25 pounds

#### **OTHER REQUIREMENTS**

- A willingness to learn and practice green print techniques
- Possess a valid drivers' license and reliable personal transportation
- Respond to email and other communication quickly
- Computer skills: Windows, MS Word, MS Excel, Dropbox, Google Drive
- Ability to work flexible hours, including evenings and weekends
- Experience working with a small staff is a plus

**Job Hours and compensation: Tuesday, Thursday and Saturdays. 15 hours a week at \$15 an hour.**

To Apply: Please send resume, letter of interest and 3 reference to [programs@zygotepress.org](mailto:programs@zygotepress.org)

*The position will remain open until it is filled. No phone calls please.*