



# Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

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## **MISSION GRAFICA COORDINATOR**

**30hrs/week – 4 days/week**

### **SCOPE OF WORK**

Coordinate /develop all aspects of silkscreen & textile print production and classes at Mission Grafica, MCCLA's own screenprinting component. Promote & maintain a safe, clean and secure operation. Enforce appropriate use of equipment, resources, and space. Reports to the Executive Director.

### **DUTIES & RESPONSIBILITIES**

- Design & print posters, t-shirts, according to MCCLA's cultural calendar, or as required.
- Teach a screen-printing class /workshop (youth / adults).
- Teach silkscreen workshops to schools and community groups.
- Oversee intake of silkscreen jobs, & printing rental space.
- Provide quotes and generate invoices for all jobs & in-kind donations.
- Supervise MG instructors, and coordinate all interns, guest artists, and special projects.
- Responsible for inventory, storage & safekeeping of silkscreens / graphic art work /& supplies.
- Instruct users in the proper and safe handling of inks, solvents, and equipment.
- Oversee MG's Archival Project (selection and preservation of print collection).
- Assist in MG's annual programming plan and budget, and in the development of long-range plans.
- Collaborate actively in the planning and coordination of MCCLA's cultural calendar
- Submit Monthly Progress Reports.
- Attend meetings as required.
- Other projects / duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Proven experience as printmaker or printmaking instructor.
- Knowledgeable in the proper/safe use of tools, materials, & equipment of a printmaking facility.
- Excellent organizational and administrative skills.
- Ability to communicate, teach and work with diverse groups of people and organizations.
- Ability to work as a team with other departments to coordinate production of MCCLA materials.
- Computer and Internet proficient (word processing, design software).
- Responsible, organized and self-directed.
- Strong Organizational and Project Management abilities, strong initiative and judgment.
- Punctual and reliable.
- Neat and professional attire.
- Available to work long hours to meet deadlines (when necessary).