

# MK MIDTOWN KINGSTON NEIGHBORHOOD AD ARTS DISTRICT PRINT STUDIO

**Job Title:** Print Studio Director

**Location:** Neighborhood Print Studio, Kingston, NY

**About MKAD and Neighborhood Print Studio:**

Since 2016, the Midtown Kingston Arts District (MKAD) has fostered access to the arts to enrich and unite the Midtown Kingston community. MKAD's mission is centered on three principles: **Advocate, Educate, Celebrate**. The Neighborhood Print Studio is a 3,000 sq ft community printmaking space and business incubator offering classes in intaglio, silkscreen, etching, relief, and more. Committed to sustainability, the studio promotes non-toxic and alternative printmaking practices.

**Position Summary:**

MKAD seeks a Print Studio Director to oversee the Neighborhood Print Studio's programs, ensuring alignment with the organization's mission. The Director will provide leadership, manage staff, and foster community engagement to sustain the studio as a hub for creativity and education. This role includes overseeing the Print Studio Manager and Monitors and ensuring smooth daily operations. Through educational workshops, open studio space, collaborative projects, and community events, we aim to empower individuals to express themselves, build connections, and contribute to a thriving artistic ecosystem.

We currently house 4 intaglio printing presses, a 12" x 18", Ethan Press, 24" x 36", Dickerson motorized press, a 24" x 42" Takach manual press, and a 42" x 60" Laguna press, a motorized. The studio has a 20" x 24" exposure unit, a washout booth, over 50 screens, two dark drying closets, and a 42" x 72" drying rack. For production, we have a Stack cutter and a perfect binder.

**Core Responsibilities:**

**Program Development:**

- Develop and implement innovative arts programs aligned with studio goals.
- Ensure high-quality programs focusing on customer satisfaction and artistic excellence.
- Expand the studio's community impact and stay updated on printmaking trends.

**Classes & Workshops:**

- Plan an annual calendar of classes, workshops, and events.
- Recruit, train, and mentor teaching artists and studio monitors.
- Design programs for all skill levels, from beginner to advanced.

**Exhibitions & Events:**

- Coordinate annual exhibitions and community events.
- Facilitate outreach to engage diverse audiences.

**Budget & Operations:**

- Prepare and manage the annual budget in alignment with goals.
- Oversee purchasing and restocking of materials and equipment.
- Maintain studio safety and equipment functionality.
- Manage staff scheduling, training, and performance.

### **Reporting & Collaboration:**

- Provide monthly program updates to the Board of Directors.
- Collaborate with the Artistic Director on event and program calendars.

### **Supporting Work:**

### **Development & Grant Writing:**

- Collaborate on grant applications and fundraising efforts.
- Document attendance, demographics, and budgets for reporting.

### **Community Engagement:**

- Create a welcoming environment for visitors and partners.
- Develop marketing materials with the Marketing Committee.
- Liaise between incubator tenants and the Executive Director.

### **Qualifications:**

- **Education:** BFA/MFA in Printmaking or related field (preferred).
- **Experience:** Practicing printmaker with a strong portfolio, demonstrating a deep understanding of Intaligo and silkscreen processes.
- Experience managing community studios or arts organizations preferred. Teaching or mentoring experience required.
- **Technical Skills:** Expertise in printmaking processes and equipment maintenance. Adobe Creative Suite and social media proficiency a plus.
- **Leadership:** Proven ability to manage teams, schedules, and budgets. Grant writing and community outreach experience are a plus.
- Commitment to inclusive, non-toxic practices and fostering collaboration.
- **Interpersonal Skills:** Strong public speaking and relationship-building abilities. Commitment to diversity and inclusivity.

### **Benefits & Compensation:**

- Salary range \$30,000 - \$40,000
- Flexible 30-hour work week
- Paid time off, sick days and holidays
- Employer paid health benefits including dental and vision

### **To Apply:**

Submit your resume, cover letter, pdf portfolio of print work (10 images max, student work optional), and three references to [employment@mkad.art](mailto:employment@mkad.art) by April 1, 2025.

*Please note: If you think you meet most but not all qualifications, please apply. Women and people of color are less likely to apply to jobs if they don't think they meet 100% of the qualifications. If you think you're a good fit, we encourage you to apply.*

MKAD provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws.