PHOTOGRAPHIC
CENTER
NORTHWEST

Weekend Digital Lab Monitor: Job Description

The Weekend Digital Lab Monitor position is responsible for overseeing the North Teaching Lab, South Advanced Lab and the Daylight Studio on the weekends.

This role provides excellent customer service in assisting our students, faculty and clients with printing, scanning and photographic editing. Fostering a welcoming environment is essential to a positive and productive experience for our lab users. This role requires a basic knowledge of Adobe Photoshop and Lightroom, Epson and Canon print driver software and printer functions, film negative and flatbed scanners and both Mac and PC operating systems. The candidate must demonstrate the ability to be self-guided and work independently in an unsupervised environment.

Primary responsibilities:

- Provide excellent customer service in assisting our students, faculty and clients with printing, scanning and photographic editing. Fostering a welcoming environment is essential to a positive and productive experience for our lab users.
- Track time and materials usage of DIY lab users and accurately fill out check-in slips as necessary.
- Exercise knowledge of Adobe Photoshop and Lightroom, Epson and Canon print driver software and printer functions, film negative and flatbed scanners and both Mac and PC operating systems.
- Run maintenance tasks such as printer nozzle checks (daily) and nozzle cleanings (as needed), monthly monitor calibrations, and creating calibration profiles for printers.
- Give orientations on negative scanning and basic inkjet printing workflow.
- Assist with printing projects as needed.
- Attend a quarterly training day hosted by the Digital Lab Manager.
- Ability to be self-guided and work independently in an unsupervised environment.
- Communicate with the Digital Lab Manager on projects and report any issues that may arise with equipment or duties.
- Willingness to uphold PCNW's Code of Conduct and Core Values.

Hours: 6 hours per week, Saturday or Sunday, 12-6pm, on weekends that PCNW is open.

Pay: This position pays $19.97/hour. This position does not include overtime and is not eligible for benefits.

To Apply: If you are interested in joining our team as a Weekend Digital Lab Monitor please reach out via email to Sandy King: sking@pcnw.org. In the body of your email please include a brief description of relevant experience and interest in the position.