

PHOTOGRAPHIC

CENTER

NORTHWEST

On-Call Weekend Lab Monitor Job Description

The On-Call Weekend Lab Monitor position is responsible for overseeing the Digital Labs and the Daylight Studio on the weekends when the regularly-scheduled weekend lab monitor is not available. Weekend Lab Monitors also provide as-needed support to the Front Desk, including checking and changing darkroom chemicals and covering breaks.

This role provides excellent customer service in assisting our students, faculty and clients with printing, scanning and basic photographic editing. Fostering a welcoming environment is essential to a positive and productive experience for our lab users.

Required Skills:

The candidate must demonstrate the ability to be self-guided, navigate ambiguity, and work independently in an unsupervised environment. Color perception for assessing color print accuracy, competence handling photographic chemicals in low light conditions, and ability to regularly lift and maneuver up to 20 lbs are essential to the role.

Preferred Qualifications

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, digital camera film capture, Negative Lab Pro, and both Mac and PC operating systems. Proficiency and experience in these skill areas are strongly desired, but candidates meeting most of the qualifications will still be considered. Training will be provided.

Primary responsibilities:

- Track time and materials usage of DIY Digital 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, digital camera capture, Negative Lab Pro, 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 PCNW printing projects as needed.
- Attend a quarterly training day hosted by the Digital Lab staff
- Coordinate with front desk to check darkroom and film sink chemical baths
- Dispose of and replace chemical baths when necessary
- Tidy work areas
- Take down digital lab and darkroom trashes/recycling at end of day
- Help the front desk close down darkroom at end of day
- Work with Front Desk to coordinate breaks
- Ability to be self-guided and work independently in an unsupervised environment.
- Communicate with the Digital Lab Staff 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: This is an on-call role, filling in when a regular weekend monitor is not available. 6 hours shifts, Saturday or Sunday, 12-6pm.

Pay: This position pays \$21.30/hour. This position does not include overtime and is not eligible for benefits.

To Apply: If you are interested in joining our team as an On-Call Weekend Lab Monitor please reach out via email to pcnw@pcnw.org. Please include a resume or other description of relevant experience, and a brief summary of why you are interested in the position. Priority Deadline is March 15, 2026.