



Title	Sculpture + Facilities Technician
Department(s)	Sculpture + Facilities
Reports to	Director of Business & Operations + Sculpture Studio Manager
Part-time	32-40 hours/week; \$24-28/hour + benefits
Status	Non-Exempt

JOB SUMMARY

Pratt Fine Arts Center is seeking a highly motivated and energetic Sculpture + Facilities Technician to join our team. The Sculpture + Facilities Technician is a unique position that will play a key role in both org-wide and studio-specific operations. Reporting to both the Director of Business & Operations + Sculpture Studio Manager, this position will be responsible for ensuring the safe operation of the Sculpture Department and lead the maintenance of Pratt's facilities. The Sculpture + Facilities Technician will work closely with the Sculpture Studio Manager and other Studio Technicians to maintain the high-quality equipment, resources, and facilities that Pratt has become known for.

Pratt continues to adapt to public health guidelines and restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. For the foreseeable future, the Sculpture + Facilities Technician will be expected to work on-site.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPoC) are encouraged to apply.

RESPONSIBILITIES

Sculpture – 50%

- Ensure regular inspection of sculpture studio equipment and facilities to identify maintenance and repair needs; determine maintenance repair priorities and schedules
- Maintain and communicate studio policies, procedures, and standards to support staff, instructors, teaching assistants, students, volunteers, and access users
- Work with sculpture studio instructors and staff to ensure a safe and positive experience for students by maintaining equipment, general appearance of studios, and necessary supplies
- Work with Sculpture Studio Manager to establish annual department budget and to maintain financial accountability in these areas
- Maintain all records for sculpture studios, including: MSDS, equipment and chemical logs
- Participate in annual org-wide events such as Open House and Annual Art Auction; work with other staff to plan and assist with Pratt events and all studio-related special events

- Participate in Pratt-wide meetings, projects, and activities
- Drive forklift and process deliveries of supplies for the sculpture department
- Other duties as assigned

Facilities – 50%

- Lead Facilities Committee Meetings and support committee members with project timelines
- Serve as primary responder for facilities requests; complete requests independently, collaboratively, or outsource if necessary
- Work with Facilities coordinator to create and track timelines for facilities projects and ensure clear communication with staff and community regarding ongoing projects
- Collaborate with Glass Technician and Wood Technician in support of studio and org-wide needs
- Work with Directors to support, plan for, and execute special capital projects
- Create and maintain vendor database, supply inventory system
- Serve as Pratt point person for Seattle Parks Department

MINIMUM QUALIFICATIONS

- 3+ years related experience
- Working knowledge of Fabrication, Blacksmithing, and Foundry studios
- Knowledge of arts organizations or related institutions
- Strong oral/written communication and project management skills
- Experience with purchasing, maintaining/repairing related equipment, and cost estimation
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity, and inclusion
- Experience purchasing, maintaining and repairing related equipment
- Strong organizational skills and comfortable working autonomously as well as working in a team and taking direction
- Proven skills in general maintenance, i.e. mechanical, electrical, plumbing, and media specific skill areas preferred
- Ability to be trained on the job quickly, efficiently and accurately
- Ability to keep a positive demeanor in a loud and busy work environment, with an ability to adapt to an evolving organizational structure
- Database experience and working knowledge of MS office
- Valid Driver's License
- Ability to pass forklift certification (or have existing certification)
- Ability to safely lift 50 pounds

DESIRED QUALITIES

- Competence in serving diverse populations
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures

- Practicing artist with connection to local community
 - Positive, can-do attitude and a sense of humor
 - Ability to manage frequent interruptions and switch tasks quickly and effectively
- Knowledge of forklift operation or forklift certification

COMPENSATION

Part-time (32- 40 hours/week): \$24-28/hour + 80% employer-paid medical and dental. Full-time (40 hours/week): 100% employer-paid medical and dental). Long-term disability provided. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access. Salary and schedule are negotiable contingent upon demonstrated skills and experience.

APPLICATION REQUIREMENTS

Please send an email to our front desk: info@pratt.org with the following attached:

- Resume
- Cover letter outlining your interest, qualifications, and commitment to diversity, equity and inclusion. Please also indicate whether you are interested in this position as part-time or full-time.
- Two references

No calls or drop-ins, please.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION DEADLINE

April 15th, 2023

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.