

# NEW YORK STUDIO SCHOOL

## OF DRAWING, PAINTING & SCULPTURE

### PAINTING TECHNICIAN

The New York Studio School (NYSS), founded in 1964 by artists for artists, offers a variety of studio-centric academic programs—including a two-year MFA degree, a three-year Certificate (both in-person and virtual), intensive two-week Marathons, and a range of Evening & Weekend classes. Located in the historic Greenwich Village building that served as the original home of the Whitney Museum of American Art, NYSS is currently seeking a hard-working, self-motivated, hands-on individual to join its dedicated staff as PAINTING TECHNICIAN.

The Painting Technician is a part-time or full-time position responsible for overseeing our inspiring studio and classroom spaces; providing support to the Studio Coordinator and Director of Facilities; and collaborating with the Associate Dean for Academic Affairs, faculty members, and students to ensure optimal working conditions for classes and independent projects. Preference will be given to applicants with a background in painting and knowledge of materials and best practices. This is an ideal role for a working artist who would enjoy being part of a vibrant community and assisting with the realization of many aspects of making at the School. The Painting Technician reports directly to the Studio Coordinator and indirectly to the Director of Facilities, Dean, and Associate Deans, and collaborates with all staff, faculty, and students to support the School's mission of educating aspiring artists and to maintain the best studio and School environment possible.

The New York Studio School is an Equal Opportunity Employer and does not discriminate in its hiring or employment practices on the basis of gender, race or ethnicity, color, national origin, religion, age, disability, family or marital status, or sexual orientation. The School is committed to fostering a diverse and inclusive environment and encourages applications from all who feel sincere resonance with the job description, even if they do not possess each of the preferred ideal qualifications.

Primary responsibilities include, but are not limited to:

- Instructing and guiding students on basic painting techniques and materials (how to stretch a canvas, prepare different grounds, etc.)
- Daily rounds of painting studios and shared spaces to ensure best practices, maintain and improve functionality, and monitor working environments for safety
- Attending to general upkeep and usability of all spaces / Assisting with routine cleaning, organizing, and assigning of the studio spaces / Managing and designating storage spaces for the painting students, including group and private studio and storage spaces
- Assisting faculty and students with AV equipment such as projectors, speakers, laptops
- Inviting art suppliers to offer demonstrations to students
- Upholding strict policies for the safe use of tools and equipment, including solvents and disposal of solvents, and leading training sessions
- Supervising Tuition Remission students, specifically training class monitors on safe/best studio practices
- Assisting students with stretcher/support fabrication and installation
- Supporting the Studio Coordinator with proactive and frequent outreach/conversation with faculty and students to ensure their needs are met in the building (supplies, building features, coordination of space use)
- Supporting Studio Coordinator to orient and instruct students in proper studio etiquette, material usage, building policies, and general safety and security

- Supporting the Director of Facilities with regular maintenance and unique projects pertaining to the School's historic building, including regular maintenance of slop sinks for painting students
- Supporting the Assistant Director of Exhibitions & Public Programs with exhibition installation and deinstallation in the Main Gallery and with setup and breakdown for the twice-weekly Evening Lecture Series and for special events
- Preparation of spaces and staffing for the School's featured events: Annual Benefit Auctions (Spring and Fall), MFA Thesis Show, etc.
- Assisting with construction of setups for classes
- Filling in for Front Desk (reception) staff
- Other duties as assigned

### **Ideal Qualifications**

- Experience and active practice as an artist in the medium of painting
- Diplomacy, exceptional interpersonal, written, and verbal communication skills
- Versatility, patience, and solution-oriented mindset
- Bachelor's degree preferred
- Experience with and/or aptitude for working respectfully and collaboratively with students and people of diverse backgrounds
- Independent professional judgment, good time management, and dedicated team player
- Creative problem-solving skills and compassion in dealing with student and faculty issues
- Highly organized and capable of creating systems that will enhance efficiency at all levels of studio management
- Experience working in a historic building preferred
- Woodworking/carpentry skills
- Familiarity with the use of power tools, including table saws
- Able to read and interpret documents such as safety manuals, MSDS and operating and maintenance procedures
- Flexibility of schedule with ability to work weekend, evening, or possibly late-night hours as needed
- Able to lift and carry 50 lbs
- Able to perform frequent bending, lifting, and walking, including climbing and descending stairs frequently
- Able to use ladders safely
- Able to clear a background check and to work legally in the United States

### **Compensation**

This position has the potential to be configured as a full-time or part-time position with a starting salary of approximately \$50,000 - \$55,000 (pro-rated in the case of part-time employ), with growth opportunity. The School's regular working hours are 10am – 6pm; the work schedule for this position will typically follow that schedule, though on Tuesdays and Wednesdays when the Evening Lecture Series is running the schedule will likely shift to 12pm – 8pm. The School is open to modified schedule proposals for exceptional candidates. NYSS offers a benefits package that includes health, dental, and vision coverage, life and disability insurance, medical and dependent care flexible spending accounts, a 403(b) retirement plan, employee assistance plan, and generous paid time off. The offices are located in Greenwich Village in Manhattan, in a historic building that does not meet ADA compliant standards. The staff is presently working both onsite and remotely. This is an in-person, hands-on position.

### **Application Instructions**

To apply, please send as a single pdf: Cover Letter; Resume; names and contact details of at least three references to [humanresources@nyss.org](mailto:humanresources@nyss.org). No phone calls please. Please use the subject line "Your Name – PAINTING TECHNICIAN." Review of applications will begin immediately and will continue until an appointment is made. A minimum of two rounds of interviews are anticipated. It is hoped that the person can begin work in March 2024 or sooner.