

Join a team of creatives, come to work in an inspiring environment surrounded by exhibits and live music, and help bring amazing arts experiences to the residents of Prince George's County.

Brentwood Arts Exchange, Computer Lab Coordinator

Brentwood Arts Exchange is seeking a Computer Lab Coordinator to join our unique and creative workplace. The preferred candidate will have experience with 3D printing and large format printing, and will serve as point person for the Art Center's Computer Lab, monitoring and overseeing the lab and assisting individual customers with their printing projects. The successful candidate will demonstrate familiarity with printing basics for both the MakerBot Replicator 3D printer and Epson Surecolor P6000 large-scale printer, as well as competence working one-on-one with customers and serving as the gallery point person for printing services. The Computer Lab Coordinator will work closely with the Brentwood Arts Exchange managers and Front Desk staff, ensuring that proper pricing and point of sales details are communicated among the team, and that printing sales are aligned with the Computer Lab printing policies. This position will average 15-20 hours/week. Weekend availability, including Friday afternoons and Saturday daytime hours is required.

Computer Lab Coordinator Responsibilities include but are not limited to the following:

- Staff the Brentwood Arts Exchange Computer Lab during open lab hours and assist with customer printing projects.
- Collaborate with management and staff on marketing strategies for printing services.
- Act as printing services point person for the managers and front desk staff, ensuring sales align with printing policies.
- Maintain updated inventory of lab equipment and schedule computer and printer updates.
- Perform routine office functions within the Microsoft Office Suite and maintain physical organization of Computer Lab.

Pay: \$15-\$17/hour

To Apply: Email statement of interest and resume to brentwoodarts@pgparks.com

Best consideration date: Friday, December 17, 2021