



The Fabric Workshop and Museum

Print Project Coordinator

The Fabric Workshop and Museum (FWM) is a contemporary art museum, with an internationally-acclaimed Artists-in-Residence (AIR) program, located in Center City, Philadelphia. Founded in 1977, FWM encourages artists at all stages of their careers to experiment with new materials and new media in a veritable living laboratory. FWM is easily accessible via public transit and is steps from Reading Terminal Market and blocks from Chinatown and historic City Hall.

POSITION SUMMARY: FWM seeks a Print Project Coordinator who will work with artists to develop designs and produce yardage for exhibitions, contracted projects, and the Museum Shop of the Fabric Workshop and Museum (FWM). Working closely with the Director of Studio Operations and Project Coordinator, they manage print projects that are artist multiples or that exist as part of a larger project, such as an Artist-in-Residence (AIR) or group exhibition, and that are led by the Curator and Project Coordinator. In cooperation with the Exhibitions department and Studio staff, the Print Project Coordinator addresses the technical, conceptual, and administrative project components. The Print Project Coordinator also acts as an assistant on projects coordinated by other Studio staff. Additionally, they participate in general Studio matters, including maintenance of the Studio facilities.

Preferably, candidates have successfully completed [FWM's College/Postgraduate Apprentice Training Program](#) and are familiar with our process, studio setting, and the materials used.

SALARY & BENEFITS: This full-time (Monday–Friday, 10am–6pm) position takes place onsite. The salary range starts at \$41,080–\$43,680 annually and benefits include medical, vision, and dental; access to retirement savings; generous vacation time, sick/personal days, and paid holidays; and access to professional development opportunities, employee assistance program, FWM membership, FWM Museum Shop employee discount, and American Alliance of Museums membership.

RESPONSIBILITIES:

- Manages and assists all aspects of assigned print projects that involve the Museum Shop printing productions, artist multiples, AIR projects, contracted printing jobs, and other productions.
 - Communicates directly with artists and maintains open lines of communication with Project Coordinator, and Director of Studio Operations, and/or Curator.
 - Screen prints with pigment and dyes and sews.
 - Manages the budget and printing schedule for discreet print projects, tracks spending, and communicates with Director of Studio Operations, Project Coordinators, Finance and Exhibitions departments as necessary.

- Assists Project Coordinator and other staff with AIR projects as assigned, including research, design, production, art installation, packing, and shipping.
- Assists as needed with screen printing, dyeing, and sewing for projects and production for Museum Shop.
- Assists other staff with projects, such as apprentice and educational programs, and general studio matters.
- Manages studio contractors, interns, and apprentices when necessary.
- Manages and maintains functional, organized, and clean studio facilities—especially dye room and print studio.
 - Maintains inventory and orders supplies and tools for dye room and print studio.
 - Conducts general maintenance and repairs.
 - Keeps Material Safety Data Sheets (MSDS) for the Studio facilities, general maintenance, and repair arrangements.
- Supports adherence to organizational mission in all activities, which is informed by extensive knowledge of FWM’s institutional history, including past projects, as well as emerging trends in the field.
- Attends and assists at FWM special events, programs, and meetings.
- Performs other related duties as assigned by Supervisor.

QUALIFICATIONS:

- BFA or equivalent years’ experience required.
- Minimum 2 years of successful experience in a collaborative, professional Studio environment.
- Experience in project management is a requirement.
- Comprehensive knowledge of contemporary artists and practices is a requirement.
- Experienced fabricator and builder, utilizing textiles and unconventional materials; high level of craftsmanship, basic sewing skills, expertise with silkscreen, textile printing and repeat pattern design in both pigment and dye.
- Creative problem-solver and resourceful; must be able to research and source new supplies and industry partners.
- Excellent oral and written communication skills.
- Strong organizational skills with an attention to detail; capable of multi-tasking and meeting tight deadlines.
- Ability to compile, analyze, and report project results along with forwarding plan projections and updates; keep and organize records of projects.
- Ability to manage multiple projects effectively.
- Diligent and persistent in follow-up and completion of multiple projects by monitoring each participating department and staff, including apprentices and contractors.
- Self-motivated, flexible, and dedicated.
- Ability to work independently and collaboratively.
- Knowledge of Microsoft Office, Adobe Creative Suite, digital imaging is a must.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items less up to 50 pounds
- Occasionally exposed to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally exposed to outside weather conditions
- Occasionally exposed to loud noise (examples: metal can manufacturing, large earth-moving equipment)

TO APPLY: Interested candidates should address a letter of interest, resume and contact information for 3 references to hiring manager Nami Yamamoto, Director of Studio Operations, at hr@fabricworkshopandmuseum.org. Kindly include "Application: Print Projector Coordinator" in the subject line of your email.

After applications are reviewed, selected applicants will be contacted for interviews. If you need assistance, contact Jessi Melcer, Human Resources Manager, at 215-561-8888 x234 or hr@fabricworkshopandmuseum.org.

FWM'S COMMITMENT: The Fabric Workshop and Museum is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. FWM's culture embraces diversity within the workplace, and outside, and welcomes all candidates to apply, without fear of discrimination.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Offers of employment are contingent upon the return of a satisfactory background check.