

****This position available only during the summer season.****

The darkroom environment at The Workshops covers all levels of participation; beginning, intermediate, and advanced. The responsibilities of this position are carried out with the support of the Director of Operations, however, the nature of the day-to-day experience is quite autonomous. This individual must have extensive experience working in black-and-white silver process darkroom environments. Making important decisions with the instructor regarding class logistics and delegating tasks to the Darkroom Course Coordinator demands leadership qualities, taking initiative, and being well organized and resourceful. Ideally, this individual has previous experience as a Santa Fe Workshop participant as well as a Course Coordinator, so that their skills and observations of this position are transferred accordingly. A major component of this individual's responsibilities include chemistry replenishment, maintaining chemistry inventory, and overall facility cleanliness, and security.

This contract position includes "Prep Week" and "Clean-Up Week," and the number of weeks included in the summer schedule as Darkroom Coordinator. This position is performed for a weekly stipend of \$500.00, plus reimbursement of incurred mileage expenses that are Workshop related. Your lunches are provided, Monday through Friday, and dinners on Sunday and Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual.

Desired Qualifications and Eligibility Criteria for Darkroom Coordinator

- Hold or are currently pursuing a Bachelor of (Fine) Arts degree in photography.
- Have experience in assisting photographers on a commercial level in silver process darkrooms is desired, but not mandatory.
- Leadership experience, including good active listening skills, clear communication, quick problem solving, and anticipating instructor's needs, is crucial.
- Excellent command of various camera systems, b/w films, paper and chemistry is mandatory. This individual must be prepared to demonstrate their usage and safety precautions to participants as well as being capable of troubleshooting.

The Santa Fe Workshops requires a current Red Cross CPR certification card prior to beginning employment. If you need to obtain certification, The Workshops will contribute \$20.00 towards the cost of the training.

The Darkroom

Although this position is somewhat similar to a Course Coordinator, it carries more responsibility, and the duties involved are addressed exclusively to The Darkroom. The Darkroom manager is responsible for keeping the darkroom fully operational including the security and upkeep of all equipment, ordering supplies, and maintaining security of the building. The entire facility must be kept in excellent condition and properly maintained over the term of the season in order to meet class assignments. . A Course Coordinator will also be assigned each week for standard workshop logistical support, field assignments, etc.

The Darkroom Coordinator must be aware of the importance of "Prep Week" and how it affects successful and efficient results during "Clean-Up Week." The Meem building at the Santa Fe Prep School must be carefully transformed to fit the needs of the Workshops. Furniture and other items owned by Santa Fe Prep School must be recorded as to their location, boxed and labeled, for placement in storage. At season's end, these items must be placed back in their original location.

Darkroom Coordinator General Guidelines and Responsibilities

- Meet with your assigned instructor on Sunday afternoon to discuss the week's outline and day-to-day course schedule, along with the Course Coordinator. Meet participants at the Sunday evening orientation dinner to discuss the week's structure and determine their needs, and goals. Provide a welcome and informative atmosphere to participants.
- Receive any sponsorship equipment at the beginning of the season and keep meticulous notes on inventory sheets, maintenance, and repairs.
- Demonstrate equipment in the darkroom to participants and provide necessary technical support so that the instructor can concentrate on aesthetic issues. General knowledge of Kodak b/w films, papers, chemistry, toners and their inherent capabilities is mandatory
- Assist the instructor in setting up demonstrations.
- Responsible for securing, opening and closing the Meem building each day (a duty shared with the Course Coordinator).
- Consult with Director of Operations to request additional equipment needs, what to do with broken items, methods of shipment, estimated costs, etc.
- Manage the course budget for supplies, equipment rentals and other items is crucial. It is your responsibility to stay within the budget allocated for the week.

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