

ATLANTA CENTER FOR PHOTOGRAPHY

Digital Media Lab Manager (Part-Time)

Atlanta Center for Photography (ACP)

Location: Atlanta, GA (in-person)

Hours: 5–10 hours per week, with opportunity to expand as lab usage grows

Compensation: \$30/hour + service commission (see below)

Application Deadline: April 12

Position Overview

The Digital Media Lab Manager oversees the daily operation, technical maintenance, and community use of ACP's Digital Media Lab. This role supports both **earned revenue services and community education**, ensuring that high-value equipment is maintained while providing artists access to professional-grade tools.

The Lab Manager performs print-for-hire and scan-for-hire services, leads training workshops, supports member reservations, and develops communications that promote the lab's capabilities and grow participation.

This is a **foundational role during the lab's growth phase**, with the opportunity to expand hours and responsibilities as usage and services increase.

Commitment to Equity, Diversity, and Inclusion

ACP is committed to fostering a diverse, inclusive, and accessible workplace. ACP is proud to be an Equal Opportunity Employer, and we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status as defined by law. We strongly encourage candidates from underrepresented communities to apply.

If you need reasonable accommodation during the application or interview process, or require application materials in an alternative format, please contact acp@acpinfo.org.

Compensation

Hourly Rate:

\$30/hour

Commission Structure:

10% commission on monthly print-for-hire and scan-for-hire revenue above \$1,000

This is a non-exempt position under the Fair Labor Standards Act (FLSA) and is eligible for overtime (>40 hours/week) pay in accordance with applicable law.

Key Responsibilities

1. Digital Media Lab Operations

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Maintain the functionality, safety, and professional standards of ACP's Digital Media Lab.

Responsibilities include:

- Manage lab reservations and scheduling systems
- Maintain certification records and coordinate access for certified members
- Oversee lab usage during scheduled sessions as needed
- Develop and maintain printer and scanner workflows and settings
- Troubleshoot equipment issues and coordinate repairs when needed
- Track lab usage and operational needs
- Ensure compliance with lab policies and safety procedures

2. Print-for-Hire & Scan-for-Hire Services

Deliver professional production services for artists, institutions, and the public. The Lab Manager is encouraged to help **grow these services through outreach and communication.**

Responsibilities include:

- Perform high-resolution film scanning using the Hasselblad Flextight X5
- Produce museum-quality inkjet prints using ACP's Canon printers
- Conduct file preparation and basic color management
- Communicate with clients regarding file specifications and timelines
- Manage service orders and file delivery
- Maintain quality control for all prints and scans

3. Training & Education

Lead introductory certification workshops and technical instruction for ACP members. These trainings help protect equipment while expanding community access.

Responsibilities include:

- Teach Print 101 and Scan 101 certification workshops
- Develop instructional materials and documentation
- Provide 1-on-1 guided lab sessions and consultations
- Ensure members are trained before independently using equipment

4. Member & Community Support

Provide support for members utilizing the lab and help foster a welcoming technical environment.

Responsibilities include:

- Oversee select open lab hours
- Support members during lab reservations when needed
- Coordinate with trained volunteers assisting with lab access
- Provide troubleshooting support for certified users
- Identify opportunities for new workshops or resources

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5. Lab Communications & Outreach

Promote the Digital Media Lab as a regional resource for photographers and artists. These communications help increase **memberships, class enrollment, and service revenue.**

Responsibilities include:

- Manage Digital Media Lab pages on ACP's website
- Maintain pricing, service information, and booking instructions
- Produce lab-focused social media content highlighting:
 - equipment capabilities
 - artist work produced in the lab
 - workshops and trainings
 - behind-the-scenes processes
- Document workflows and produce educational content

6. Equipment & Supply Management

Ensure the lab remains stocked and functioning properly.

Responsibilities include:

- Track inventory of paper, ink, and scanning supplies
- Order materials as needed
- Maintain equipment logs and service schedules
- Perform routine printer maintenance and calibration checks

Physical Requirements

- This position requires the ability to climb stairs to access the Digital Media Lab, which is located on ACP's second floor. The role may also require lifting or moving equipment or supplies (up to 40 pounds). If you require assistance or accommodation, please let us know in your cover letter.

Required Qualifications

- Experience with professional inkjet printing workflows
- Familiarity with film scanning workflows
- Knowledge of ICC color management and file preparation
- Experience teaching workshops or technical instruction preferred
- Strong organizational and communication skills
- Interest in community arts education and artist support

Preferred experience with:

- Large-format inkjet printers
- Hasselblad Flextight or comparable scanners
- Adobe Creative Suite or Lightroom
- Archival printing standards
- Social media design and marketing

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To apply, please submit a resume and cover letter clearly outlining your experience with fine art printing and scanning, as well as any relevant teaching and/or customer service experience. Send application materials to acp@acpinfo.org with the subject line: Digital Media Lab Manager. Applications deadline: April 12.

Final candidates may be subject to a background check, conducted in compliance with all applicable laws and ordinances.