



<https://sparcinla.org/job/digital-mural-lab-creative-technician/>

## Digital Mural Lab Creative Technician

### Description

Full-Time | Non-Exempt | At-Will

### Position Overview

The Social and Public Art Resource Center (SPARC) seeks a highly skilled and technically proficient **Digital Mural Lab Creative Technician** to support digital production, IT infrastructure, and large-scale public art fabrication. This role is central to the Digital Mural Lab's operations, ensuring both seamless print production and reliable technical systems.

The Creative Technician reports directly to **Judy Baca**, Artistic Director, and works closely with artistic teams, project managers, and production staff.

**Start Date:** End of March 2026

**Introductory Period:** 3 Months

### Evaluation Process

- Performance evaluation at the conclusion of the 3-month introductory period
- Annual performance reviews conducted thereafter

Additional policies and employment guidelines are provided in the SPARC Employee Handbook during orientation.

### Responsibilities

#### Digital Production & Print Operations

- Operate and maintain large-format Epson inkjet printers
- Perform print proofing and quality control
- Print and process all incoming production jobs
- Develop mockups and sample materials for review
- Produce printing references for artistic teams
- Execute print finishing including grommeting, cold lamination, and trimming
- Package and prepare printed artworks for shipment and installation

#### IT & Technical Systems Management

- Provide day-to-day IT troubleshooting and technical support for staff
- Configure, maintain, and troubleshoot Synology systems and server environments
- Set up and deploy computers, monitors, and peripheral devices
- Manage internal file systems, backups, and shared drives
- Perform software installations and updates
- Maintain network connectivity and ensure system reliability

### Hiring organization

SPARC

### Employment Type

Full-time

### Beginning of employment

End of March 2026

### Job Location

685 Venice Blvd, 90291, Venice, CA

### Working Hours

Full-time, 40 hours per week

### Base Salary

\$ 26

### Date posted

March 12, 2026

- Coordinate with external IT vendors when necessary

### **Equipment & Infrastructure Maintenance**

- Maintain and service large-format printers and plotter equipment
- Monitor and order ink, media, and technical supplies
- Manage inventory of the print and tech production areas
- Lift and transport heavy print materials

### **Installation & Offsite Support**

- Serve as offsite installer for remote projects
- Install banners, adhesive walls, graphics, and signage
- Drive to project locations for proof pickups and installations
- Provide onsite technical and production support to artistic teams

### **Order Fulfillment & Production Coordination**

- Support product management and order fulfillment
- Maintain organized production workflows
- Assist with inventory tracking and procurement

### **Qualifications**

- Advanced software proficiency related to digital design and print production
- Strong IT troubleshooting experience
- Experience working with Synology systems and server management
- Experience setting up and configuring computers and networked devices
- Experience operating Epson large-format printers
- Experience using plotter equipment
- Strong organizational and problem-solving skills
- Ability to manage multiple projects simultaneously
- Ability to lift heavy materials and work in a production environment
- Valid driver's license and ability to travel for installations

### **Job Benefits**

#### **Compensation**

- **Hourly Rate:** \$26 per hour
- Full-time, 40 hours per week
- Classified as a non-exempt, at-will employee

Employment at SPARC is at-will, meaning either the employee or SPARC may terminate employment at any time, with or without cause or notice.

#### **Health Insurance**

- Eligible for health insurance through Kaiser Permanente after 90 days of employment
- SPARC covers 75% of the premium; employee contributes 25% via payroll deduction

#### **Paid Time Off**

- Up to 10 days of paid vacation per year
- Accrual rate: 1.538 hours per full week worked

- Vacation accrual begins after completion of the 3-month introductory period
- Maximum accrual cap: 140 hours

### **Personal Time**

- 1 hour of paid leave per 30 hours worked
- Accrual begins on the 90th day of employment
- Maximum of 6 days per year

### **Contacts**

**To apply email your resume, cover letter, and three references to [hr@sparcinla.org](mailto:hr@sparcinla.org)**