

Digital Fabrications Studio Manager Tufts University

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Posted Feb. 13, 2025, set to expire Dec. 31, 2025

Job Title	Digital Fabrications Studio Manager
Department	Tufts Technology Services (TTS)
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Digital Media Communications/Information Systems
Job Website	https://jobs.tufts.edu/jobs/21390?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Studio Manager manages and maintains a digital fabrication studio ensuring that it is equipped, supplied, and configured to support the academic and creative goals of faculty and students. The Studio Manager provides technical support, consultation, and training to faculty and students with complex and technically advanced projects from initial concept to final product. The studio manager hires, trains, and supervises student employees who monitor the safety of users in the studio.

What You'll Do

Tufts Technology Services (TTS) is a university-wide service organization committed to delivering adaptable, results driven technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff working remotely, hybrid and on campus across Tufts University, as well as a 24x7 IT Service Desk, we collaborate with

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schools and divisions to meet the demands of a global, mobile, and diverse community. We promote a collaborative, forward-thinking, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development.

Basic Requirements:

- Knowledge and skills typically acquired by completing a Bachelor's degree in fine arts or a related field or equivalent professional experience.
- 3-5 years of related professional experience related to studio area
- Work independently and troubleshoot problems with minimal supervision
- Proficient written, verbal and interpersonal skills in order to work pleasantly and tactfully with a diverse community including fellow employees, faculty, students and staff.
- Strong communication, collaboration, organizational and time management skills including the ability to multi-task, prioritize, and independently manage a changing workload and schedule in a wide variety of settings and situations.
- Demonstrated ability to deliver professional customer service, end user training and consultation, effective team and project work.
- A deep commitment to cultivating an educational environment that welcomes and equitably supports users of all experience levels, creative interests, learning styles, and identities.
- Experience using, maintaining, and training new users in the following software and hardware (or similar):
 - Laser Cutter: Epilog Fusion M2
 - 3D Printer: Formlabs Form 2, Prusa MK3S
 - CNC Routers: Shapeoko 3XXL and ShopBot Desktop MAX ATC V2
 - Vinyl Cutter: Roland GR420
 - Software including Adobe Illustrator, Rhino, VCarve, etc.

Preferred Qualifications:

- Master's degree in the fine arts or related field
- Experience in delivering training or instruction
- This is an in-person position

Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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Contact

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