Moore College of Art and Design

Job Description

Status: Non-Exempt, FT 12 months; 40 hours per week, 9am – 5pm or equivalent adjusted schedule to cover evening classes if necessary

Position: Studio Technician

Reports to: Fine Arts BFA Department Chair

Purpose: Maintains and manages classroom labs and facilities in printmaking, photography, digital video and digital fabrication in direct support of the BFA Fine Arts department; and oversees the dedicated studio spaces assigned to Fine Arts and Photography & Digital Art in terms of safety usage and signage. Provide direct support to graduate students and faculty throughout the year and specifically during the summer intensives.

Requirements:
- Bachelor’s degree or an equivalent combination of education and experience
- Experience in printmaking, photography and media arts, including previous responsibility for a photography or printmaking studio and some digital fabrication equipment
- Knowledge of printmaking and/or photo processes, digital video and digital fabrication software and equipment
- Able to work directly and professionally with students, faculty, staff, and vendors
- Working knowledge of art safety and health hazards in the arts including printmaking, photography and general fine arts studio practices
- Ability to prioritize tasks and work effectively
- Ability to work as part of a team and work independently as needed
- Strong organizational and supervisory skills
- Excellent communication skills and skilled in establishing systems to support responsible communal studio usage
- Commitment to providing a service-oriented working environment
- Working knowledge of Microsoft Office, internet and email, Adobe Creative Suite and video editing

Responsibilities:

General Responsibilities:
- Responsible for the day-to-day running of the print shop, photography darkrooms, digital video lab and FabLab (digital fabrication lab) including ordering appropriate and adequate supplies; monitoring expenses for departmental budgets; hiring, training, scheduling and monitoring student workers; and supporting classes, faculty and students during working in the facilities.
- Hire, train, schedule and supervise student workers for photography, printmaking and FabLab.

6/2/15
• Work in conjunction with other studio techs, Director of Facilities, Dean of Students, Chair of Fine Arts, Graduate Program Manager in Social & Studio Practice and faculty to make sure that walk-in spray booth is run smoothly and safely.

• Assist Chair in preparing annual budget request and annual capital budget requests by researching prices, estimating usage and costs for the each budgeting cycle.

• Provide basic training and assistance and ongoing support to students and faculty in operation and use of facilities and equipment.

• Work as an effective liason with the Director of the Gallery and the Chair and departmental faculty and students regarding student exhibitions.

• Keep facilities and equipment in good working order keeping the printshop, darkroom, dedicated studios, labs, and other work areas clean and functional to provide a proper and effective working environment for students and faculty.

• Maintain the equipment by regular inspection, preventive maintenance and repair. Troubleshoot when students and faculty are having technical problems with equipment/facilities.

• Co-ordinate repairs, major repairs, and building of facilities with the maintenance department and/or outside repair services. Keep accurate records of maintenance and repair requests.

• Work with Chair and other faculty to regularly review and identify/update/add to stock of equipment and facilities to reflect current activities in printmaking, Photography & Digital Arts and the FabLab.

• Assist Chair and faculty in having the facilities at their best for Admission Open House events, Portfolio Days, Open Studios and any other recruitment event.

• Work as an effective liason with the Graduate Program Managers, graduate faculty, Director of Continuing Education and CE instructors using the print, PDA and digital fabrication facilities.

• Work effectively with other studio technicians in Fine Arts.

• Maintain signage and bulletin boards for Printmaking and Photography & Digital Arts facilities.

• Receive printmaking and photography materials from outside suppliers including obtaining MSD/GPS sheets and filing sheets with the Director of Facilities.

• Complete chemical/material inventories as needed.

Safety Responsibilities:

• Provide safety training and studio orientation for new faculty prior to the start of each term. In addition, responsible for ongoing safety trainings for faculty and students in the use for spray booth.

• Responsible for maintaining a safe and healthy work environment in printmaking studio, photography facilities, and digital fabrication lab. Works in conjunction with faculty in Textiles and Interactive & Motion Arts in terms of insuring that there is a safe work environment in those facilities.

• Conduct regular safety inspections of equipment, facilities and dedicated studio spaces on the 6th and 5th floors of Sarah Peter and in textiles as requested. Report
infractions as per college policies and educate students as appropriate as to the reasons for safety policies. Educate, encourage compliance and enforce polices regarding College safety policies.

- Enforce safe working practices. Post appropriate signage; enforce appropriate labeling and storage; provide safety information and/or training to faculty and/or students; and ensuring that best practices are used and understood.
- Work as an effective liaison with the Director of Facilities regarding facility and safety issues.
- Serve on the Health & Safety Committee.

**Studio and Classroom responsibilities:**
- Work with the Chair to organize and manage junior (Fine Arts) and senior (FA and PDA) studio space assignments including studio set-up, signage, safety monitoring and end-of-the year clean-out.
- Coordinate and oversee the issuance of studio contracts and end of spring clean-out.
- At the beginning of each term post a sign in each studio showing name of student with the location of their individual studio space.
- Coordinate posting of signs regarding safety, end of the semester review schedules and end of the semester/year clean-up dates with the Chair and other studio technicians.
- Manage the end of the term clean up and preparation for the next semester or term in the studios on the 5th and 6th floor of Sarah Peter.

**Printmaking:**
- Coordinate re-sale of materials to students through the Business office for classes as needed.
- Maintain acid baths.
- Maintain safe Hazardous Waste collection and disposal systems.

**Photography:**
- Check out equipment and facilities (shooting studio/installation room) to students and faculty. Keep accurate records of equipment checked out and maintain accurate inventory of all equipment.
- Maintain a rotating display of current Photography & Digital Arts student work in the different departmental venues consulting with Chair and/or faculty as needed.
- Keep the shooting studio and its contents orderly to insure that the studio spaces are available for student use.
- Mix chemicals so there is a continuous supply on hand in all darkrooms. Collect and process exhausted fixer through silver recovery unit.

**Digital Video:**
- Assist the Director of Academic Computing and/or Fine Arts Chair with specially assigned projects as needed.
Graduate Program Support:

- Directly support all Graduate Program Managers, graduate students and graduate faculty in the use of equipment and facilities through out the year and specifically during the summer term.
- Ensure that the printmaking, photography are up and running before and during the 6-week summer intensive. Ensure that the FabLab is up and running for the full 12-week summer term.
- Adjust work schedule as necessary during the summer and/or during the regular academic year to support training graduate faculty and/or students in evening and/or weekend classes on the use of the FabLab.

- Perform other duties as assigned by the Chair or Academic Dean.

Physical Demands/Working Conditions:

- Lifting up to 50 lbs may be required.

- The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

__________________________________________  ___________________________
Manager/Supervisor Signature                           Date

__________________________________________  ___________________________
Human Resources Signature                           Date

I have received and reviewed a copy of this job description. I understand that my performance evaluation will be based upon the content of this job description.

__________________________________________  ___________________________
Employee Signature                           Date