



Position: Instructional Associate – Visual Arts	Position Number:
Department/Site: Visual Arts	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 26

BASIC FUNCTION:

Under the direction of the Dean Academic Affairs, assist faculty and students in a variety of visual arts activities in an assigned classroom and instructional lab setting; operate, maintain and repair visual arts facilities and equipment; communicate with administrators, faculty and staff regarding visual arts activities and programs.

REPRESENTATIVE DUTIES:

- Oversee the operation and maintenance of visual art classrooms, laboratories, and related facilities; monitor conditions of lab and equipment; repair and report on conditions as appropriate.
- Prepare classrooms and labs for faculty and student use; assist in the preparation of classroom materials and set up equipment.
- Prepare and issue supplies, equipment, and materials in and out to students and instructors; maintain appropriate records.
- Operate, maintain and repair visual arts facilities and equipment; maintain, repair and fabricate instruments..
- Design and produce graphic materials in support of visual arts programs and activities, including brochures, course advertisements, newspaper advertisements, posters, mailers and others; communicate with the public regarding department activities and programs as directed.
- Communicate with vendors; research and obtain quotes for purchase, and assist in requisitioning parts, supplies, equipment, and instruments; take and maintain appropriate inventories.
- Prepare and maintain a variety of records and reports including inventory, budget records, repair orders and others; inventory and order supplies and equipment.
- Train and provide work direction to student workers and other personnel as assigned; assign and review work;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Theories, methods and functions of photography and visual arts..
- Technical and specialized equipment operation, maintenance and repair.
- Photography industry standards.
- Health and safety practices and regulations.
- Record-keeping techniques.
- Basic computer operation.
- Inventory methods and practices.
- Sources of photography and other art equipment, supplies and repair.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Repair and maintain lab equipment and machinery including major repairs and adjustment.
- Set up lab demonstrations and equipment.
- Operate a variety of specialized and technical equipment and machinery.
- Maintain records and prepare reports.
- Maintain proper inventory levels.
- Mix, use and store chemicals and other supplies according to instructions and standards.
- Maintain current knowledge of technological advances in the field.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Apply, explain and enforce policies, rules, procedures and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work equivalent to a certificate in photography, art or a related field and two years journey-level experience in one or more of the art media, such as painting, sculpting, ceramics, photography or glass mini-lab experience, including mechanical and general electronics experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various art tools.
 Bending at the waist, kneeling or crouching to assist students.
 Lifting, carrying, pushing or pulling moderately heavy objects.