Position: Instructional Associate – Visual Arts

Department/Site: Visual Arts

Reports to: Director, dean, or other administrator in assigned area

Position Number:  
FLSA: Non-Exempt – (Classified CSEA)

Salary Range: 21

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 and laboratories, including sculpture, ceramic, wood and metal, jewelry, graphics arts, printing and photographic labs 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.

- Operate, maintain and repair visual arts facilities and equipment; maintain, repair and fabricate instruments, equipment and tools, including gas welding stations and TIG/MIG units, photographic enlargers, cameras, plate burners and related equipment; fabricate metal tools, such as breaks, sheers, benders and others.

- Design and produce graphic materials in support of visual arts programs and activities, including brochures, course advertisements, syllabus, newspaper advertisements, posters, mailers and others; communicate with the public regarding department activities and programs as directed.

- Prepare and maintain a variety of records and reports including inventory, budget records, repair orders and others; inventory and order supplies and equipment.

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theories, methods and functions of photography and visual arts, including painting techniques, bronze casting, photo processing and others.
- 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.

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.