

Job Description/Title: Art Studio Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ART STUDIO SPECIALIST

JOB SUMMARY

Under general supervision within a broad framework of standard policies and procedures, design, construct, and organize the necessary infrastructure for Art Studio laboratories; organize rooms for classes, lectures, models and other uses as assigned; plan, coordinate and participate in a wide variety of responsible support activities related to the Art Department.

EXAMPLES OF FUNCTIONS

Essential Functions

Design, construct, and organize necessary infrastructure for Art Studio laboratories; organize rooms for classes, lectures, models and other uses as assigned.

Design, construct, fabricate, repair, maintain, and install tools and equipment including, but not limited to, tool stations, tables, cabinets, and cabinet interiors using steel, aluminum and wood to organize and accommodate a wide range of tools and equipment essential to the Art Studio area, Jewelry, Metal Arts, and Sculpture facilities; coordinate projects requiring contractors.

Construct and build sturdy welded stands and platforms for motorized equipment and other essential shop tools and equipment.

Maintain art studio expendables including, but not limited to, flux, solder, gas, and pickle.

Maintain and perform repairs of tools, equipment, and machinery in studio areas and outside lockers.

Organize and maintain tool and supply storage areas in art studio laboratories.

Conduct equipment inventories and keep routine records within given Art Department areas; coordinate materials and supplies for Art Department operations; order supplies, generate essential ongoing master inventory list of equipment and tools, and monitor expenditures.

Maintain safe work environment inside and outside for faculty and students; safely handle and/or dispose of hazardous waste according to posted safety standards. Keep up to date with hazardous waste handling rules and standards; participate in trainings for hazardous waste disposal. Represent the Art Department during hazardous materials inspections, report information back to the Art Department.

Repair, maintain, and use heavy equipment such as band saws, upright belt sanders, and casting equipment, and specialized jewelry machinery and equipment such as enameling kilns, soldering torches, power saws, and acid baths.

Operate and maintain high voltage equipment for community usage and promote a safe, fireproof welding environment.

Design safe and efficient “workflow models” for stations within art classes; assist Art Department faculty in executing plans for the special assignment area(s); direct the work of students; make temporary and permanent changes in the Art Department infrastructure.

Serve as liaison between the Art Department and the general public; assist visitors and respond to general public inquiries by providing information or referring to appropriate sources; troubleshooting issues relating to donations and disputes; analyze situations carefully and correctly, adopting an effective course of action within scope of authority when settling student disputes regarding equipment and infrastructure; use diplomacy, tact, friendliness and poise.

Coordinate art projects on campus and in the Monterey Bay community including, but not limited to, indoor and outdoor murals, site specific sculpture, art installations, art exhibits, and fund raising events.

Assist Art Department faculty, student workers, and/or others by instructing small groups of students or individual students in the use of power tools and equipment and maintenance of safety standards. Establish safety procedure handouts for students on specific tools and equipment. Create videos in the proper use of tool and equipment safety.

Operate and repair basic audio/video and photographic equipment.

Prepare a variety of letters and documents related to the operation of the Art Department.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein.

Knowledge

Knowledge of: general function, policies, rules and regulations of a community college art department; shop and studio practices; fabrication; construction; shop equipment and hand tools; tool and equipment repair; studio shop maintenance and studio organization; safety and clean up practice and procedures; various studio supplies and materials including proper methods and practices of handling chemicals; basic photography skills and techniques. Knowledge and experience in all aspects of welding including Oxy/Acetylene welding; MIG welding (metal inert gas), TIG welding (tungsten inert gas) and plasma cutting. Knowledge of proper safety precautions including appropriate respiratory preparation, correct eye protection usage, auditory protection, and proper electrical grounding precautions. Knowledge and experience in metallurgy including properties of ferrous and nonferrous metals, melting properties, and electrolytic compatibility of mixed metals. Knowledge and experience in foundry skills including the process of large scale bronze casting, wax constructing and gating process; silica slip coating; bronze melting and pouring experience, ceramic shell removal; bronze finish work (abrasive grinding, filing, glass media bead blast, pneumatic sanding, and patina treatment). Knowledge and experience in mold making skills including piece mold construction; material compatibility with differing silicone mold materials; fiberglass handling and usage; resin, plaster, cement, and ceramic casting. Knowledge of correct maintenance of high voltage equipment for community usage and appropriate upkeep for a safe, fireproof welding environment.

Abilities

Ability to: prioritize tasks and do several tasks simultaneously; construct shop equipment as needed which may include storage units and other items of infrastructure; operate, maintain and repair hand tools and power equipment; use a gram scale and calculator; understand and independently carry out oral and written instructions; learn and successfully apply Art Department policies, procedures, rules and regulations; demonstrate an understanding, patient and receptive attitude toward students in a learning environment; instruct, observe and protect multiple student welders simultaneously; use good judgment; communicate effectively in written and oral form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; efficiently use various types of office equipment including a computer; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; frequent standing, walking or lifting; periodic handling of moderate weight parcels or supplies of up to 50 pounds. Indoor work environment. Use of respirator and/or other safety equipment required as appropriate.