

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN-FINE ARTS (OPTION CLASS)**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Arts, Communication and Social Sciences, perform complex technical work in an instructional lab environment in a highly technical and complex subject area such as ceramics, photography, sculpture or other fine arts area.

#### **DISTINGUISHING CHARACTERISTICS:**

The instructional Lab Technician-Fine Arts is an option class covering assignments to the Art Gallery, photography, ceramics and art librarian.

#### **REPRESENTATIVE DUTIES:**

*Incumbents in all options will be required to perform the following duties:*

1. Supervise the operation and maintenance of a complex instructional lab environment; train and provide work direction to students and student assistant as assigned. **E**
2. Assist instructors, staff and students in the safe use of a variety of specialized equipment, materials and supplies in an instructional lab setting. **E**
3. Order, receive, catalog and store supplies, materials and equipment; work with faculty to find items requested; maintain inventories assuring that adequate quantities are available for instructional use. **E**
4. Assure the accurate labeling and orderly, safe and proper storage of all supplies, materials and equipment. **E**
5. Prepare instructional materials and equipment for instructors' demonstrations and student labs, as requested. **E**
6. Perform general clerical duties including typing, maintenance of records, operating a computer and other tools and equipment required for assigned area.
7. Perform repairs assigned equipment; research and replace obsolete parts with similar replacements of manufacture new parts as necessary; maintain security of facility and equipment.
8. Respond to student questions.
9. Maintain lab in a safe, clean and orderly condition; prepare and maintain records and reports as necessary.
10. Attend workshops, conferences and seminars to maintain current knowledge of technological advances in assigned fields.
11. Perform a variety of clerical duties related to the instructional program.
12. Perform related duties as assigned.

#### **ART GALLERY**

Receive, install, arrange and organize art works for exhibit.

Matte, frame, hang and provide lighting to art works.

Design and construct pedestals and display cases.

Crate and ship art works; pick up and deliver art work.

Confer with artists and faculty concerning exhibit aesthetics and design concepts.

Work with faculty and performing arts coordinator to promote Gallery openings, programming, and events.

**PHOTOGRAPHY**

Mix chemicals for photographic processes; test chemicals for proper pH and specific gravity; assure chemicals are correct for applications and assure chemicals meet performance criteria at best cost.

Assure compliance with hazardous materials regulations, control and proper disposal of materials; maintain related records.

Troubleshoot, maintain and repair color film and print processors; maintain process control of color processes to assure consistent color balance of output; calibrate chemical replenishment rates as necessary.

Photograph, process, matte, frame and hang example photographic and digital imaging prints in classrooms assigned.

Maintain records of equipment loaned to students.

Assist in developing budget and monitor expenditures.

Operate a variety of photography equipment, including densitometers, color analyzers, light meters, pH testers, cameras and others; operate solvent recovery system.

Conduct tests of supplies and materials to assure accurate mixtures and quantities.

**CERAMICS**

Load and fire kilns.

Mix glazes and related materials

Prepare clay, glazes and other materials as requested.

**ART LIBRARIAN**

Receive, catalog and maintain slides, video, print and three-dimensional art reproductions and film collections for use by instructional personnel.

Maintain records of materials loaned to instructors.

Photograph new slides; send for processing; mount slides in plastic cases; maintain the slide library for the Department.

Remove damaged materials from circulation.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

Principles, practices, procedures and equipment of assigned fine arts subject area such as ceramics, photography, sculpture or other assigned area.

Health and safety regulations.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation, preparation and maintenance of an instructional laboratory.

Principles of training and providing work direction.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Instructional Lab Technician-Fine Arts (Option Class) – Continued**

**Ability to:**

Assure the care and security of assigned equipment, materials, supplies and instructional areas.  
Assemble, maintain and repair lab equipment.  
Demonstrate competence in the field of specialty.  
Issue and receive equipment and supplies.  
Plan and organize work.  
Train and provide work direction to student workers.  
Perform specialized duties in support of the fine arts instructional program.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationship with others.  
Meet schedules and timelines.  
Maintaining records and prepare reports.

**EDUCATION AND EXPERINCE:**

**ART GALLERY AND ART LIBRARIAN**

Any combination equivalent to: completion of two years of college with major course work in fine arts or history and two years of successful work experience in the field of specialty.

**PHOTOGRAPHY**

Any combination equivalent to: completion of two years of college course work in photography and two years of successful work experience in photography.

**CERAMICS**

Any combination equivalent to: completion of two years of college course work in ceramics and two years of successful work experience in ceramics or related field.

**WORKING CONDITIONS**

**ENVIRONMENT:** Instructional lab environment.

**PHYSICAL ABILITIES:** Lifting heavy objects. Seeing to observe students and lab equipment.  
Speaking to communicate instructions. Standing and walking for extended periods of time.  
Dexterity of hands and fingers to operate and assemble lab equipment.

**HAZARDS:** Chemical fumes.

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*Human Resources*