VISUAL ARTS TECHNICIAN I/II

DEFINITION

Under general supervision, performs semi-skilled and skilled work to distribute, maintain and repair a wide variety of tools and equipment used for various visual art instructional programs; assists in facility repair and remodeling; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Visual Arts Technician I is the entry level in this specialist series. Initially under supervision, the incumbent learns to maintain and repair a wide variety of tools and equipment required for such diverse instructional programs as ceramics, printmaking, jewelry, silk screening, sculpture, and painting. This class is alternately staffed with Visual Arts Technician II and the incumbent may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Visual Arts Technician II is the experienced level in this class series, fully competent to distribute, maintain, repair and instruct others in the safe use of varied visual arts tools and equipment. This class is distinguished from Visual Arts Tool Coordinator in that the latter has programmatic and lead responsibility for the tool room function.

EXAMPLES OF DUTIES (Illustrative Only)

- Confers with faculty and students regarding the availability, use and repair of a wide variety of visual arts tools, equipment and materials
- Oversees the operation of the tool room during evening or other off-shift hours
- Loans tools during those hours and instructs students in the proper and safe use of such tools
- Recommends tools to meet specific student and staff needs
- Maintains accurate records of tools and equipment loaned and updates the tool room inventory
- Assists faculty with classroom demonstrations of specific tools and equipment
- Maintains, repairs, modifies and develops tools for use with specific instructional applications
- Assists with facility repair and remodeling as required
- Directs the work of and instructs student workers assisting with tool room activities
- Closes the visual arts building each evening, ensuring that all gas, electrical and welding equipment is secure and that kilns are banked
- Locks all facilities
- Maintains records and prepares basic reports regarding work performed and tool room activities
- Performs related duties as required or assigned
QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Tools, equipment and supplies used in various visual arts media production and instructional activities
- Techniques and materials related to the production of such tools and equipment
- Safety practices and equipment related to the work
- Basic recordkeeping practices
- Shop mathematics

Skill in:

- Selecting tools, materials and equipment needed to accomplish visual arts projects in varied disciplines
- Fabricating, modifying, maintaining and repairing a wide variety of tools and equipment
- Interpreting, applying and explaining policies, rules and regulations
- Exercising sound judgment within policy and procedural guidelines
- Maintaining accurate records and files
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must be willing to work off-hours shifts to oversee the tool room
- Must be willing to work with welding equipment and hazardous substances.

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Visual Arts Technician I: Equivalent to completion of two years of college with major coursework in visual arts or an appropriate technical field. Appropriate work experience may be substituted for the education on a year for year basis.

Visual Arts Technician II: In addition to the above, one year of experience in maintaining and repairing various visual arts tools and equipment at a level equivalent to the College's class of Visual Arts Technician I.

July 1991