VISUAL ARTS TOOL COORDINATOR

DEFINITION

Under direction, organizes, coordinates and personally performs skilled work in the overseeing of a centralized tool room available for visual arts students, and the fabrication and modification of a wide variety of hand and power tools, equipment and facility repair and remodeling as required for the visual arts instructional program; performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class has primary responsibility for coordinating and overseeing staff and activities of a tool room stocked with a wide variety of tools, materials and equipment in support of a wide variety of visual arts programs. Successful performance of the work requires both program coordination and highly developed technical skills to procure and fabricate tools and equipment for such diverse instructional programs as ceramics, printmaking, jewelry, silk screening, sculpture, and painting, thus ensuring that both faculty and students maximize the instructional opportunity. Responsibilities also include directing the work of and instructing staff in work procedures.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates and prioritizes activities and functions related to the purchase, storage, loan, fabrication and repair of a wide variety of tools and equipment required for various visual arts instructional programs
- Develops and recommends implementation of policies and procedures related to the loan of tools and equipment to faculty and students
- Investigates tool and equipment needs and purchases, modifies existing supplies or fabricates as required
- Performs skilled work in the repair and remodeling of facilities as required
- Confers with faculty, administration and other user staff to determine needs and available monies
- Plans, schedules, assigns and reviews the work of technical support and student assistant staff responsible for the storage, distribution and preventive maintenance and repair of tools and equipment
- Maintains accurate records of tools and equipment loaned and returned
- Coordinates and takes physical inventories of such items on a periodic basis
- Maintains equipment and supplies in a safe and usable condition
- Researches and recommends equipment and tool upgrades and purchase
- Provides input into the tool room's budget, and monitors expenses
- Initiates purchase orders and requests as required
- Personally performs skilled work in the fabrication, machining and repair of tools and equipment, including using welding equipment
- Maintains accurate records and files and prepares reports and other written materials related to the work performed
- Performs related duties as required or assigned
QUALIFICATIONS

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 budgetary principles and practices
- Basic principles of program organization and administration
- Shop mathematics
- Basic inventory control, recordkeeping and purchasing practices
- Basic supervisory principles and practices

Skill in:

- Estimating tools, materials and equipment needed to accomplish visual arts projects in varied disciplines
- Designing, fabricating, modifying, maintaining and repairing a wide variety of tools and equipment
- Interpreting, applying and explaining rules, regulations and procedures
- Planning, organizing, budgeting and assuming programmatic responsibility for the tool room
- Maintaining accurate records and preparing reports
- Exercising sound judgment within policy and procedural guidelines
- Directing and reviewing the work of others
- Providing work instruction to others in work procedures
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess a valid California driver’s license
- Must be willing to work with welding equipment and with hazardous substances
- Must obtain a valid first aid certificate prior to completion of probation

Education and Experience:

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

EITHER equivalent to completion of two years of college with major coursework in a visual arts or an appropriate technical field, OR completion of an apprenticeship in a machinist or tool making field; AND three years of experience in this specialized field. Additional experience as outlined above may be substituted for the education on a year for year basis. Experience in an academic setting is desirable.

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