

TITLE: <u>Art Studio Supervisor</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA534</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>11</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Assist students working in machine shop to design and build art projects out of wood, styrofoam and other materials. Specialized knowledge of woodshop equipment and tools is needed to operate, maintain and instruct others in the safe use of studio.

ESSENTIAL JOB FUNCTIONS

- Instruct students in the safe operation of studio tools and equipment. Demonstrate proper use of cutting blades, drills, sanders, paint booth equipment, saws, etc.; allow students independent access to equipment after thorough understanding of operation and safety precautions; provide guidance as students use equipment. Perform intricate machining for students who do not have appropriate skill level.
- Maintain art studio and equipment. Ensure students handle tools and equipment properly and follow appropriate clean-up procedures; sweep floors and dust surfaces to remove sawdust and other debris; clean and oil equipment; sharpen knives and blades; make necessary adjustments and repairs to tools and equipment. Rebuild machines as necessary.
- Assist students with completion of projects. Discuss appropriate medium (wood, styrofoam, metals, etc.) to be used based on student's capabilities, project design and interests; provide suggestions on aesthetics and practicality of design concepts; work with students to solve technical problems involved in building projects; perform intricate machining on projects to specification as necessary. Assist with project design.
- Oversee workshop usage. Order and maintain inventory of art supplies and materials; ensure tools and equipment are available to students and in proper working order; replace and/or rebuild machine parts as needed; enforce safety and other shop rules. Monitor student usage of tools and equipment.
- Provide advice and suggestions on appropriate design and construction of art projects. Discuss project feasibility; assist students in conceptualizing project ideas; instruct student on artistic techniques; encourage student creativity with new materials, equipment and designs.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification independently oversees the usage and maintenance of the student machining shop which supports the University's art courses. Incumbents are expected to understand and apply a wide range of artistic concepts and techniques using styrofoam, wood, metals and other materials. Specialized knowledge of and skill in using a variety of shop equipment and tools is needed in order to instruct students on the safe use of machines. Incumbents have latitude in determining which among many procedures and techniques should be followed along with the sequence to be followed. Differing situations necessitate that the incumbent search for solutions or new applications within an area of learned skills. Incumbents must exercise keen attention to detail and the ability to communicate effectively with students and faculty. Work activities necessitate incumbents to use light physical effort consistent with frequent use of relatively light objects, materials and tools. This classification is typically found in the School of Fine, Performing and Communication Arts and reports to and receives work direction from an academic professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience. Bachelor's degree in fine arts preferred.
- Keen attention to detail.
- Ability to communicate effectively with others.
- Some machining experience for artistic purposes required.
- Ability to operate and maintain woodworking shop equipment and tools, such as drills, saws, sanders, knives, etc.
- Prior artistic design and layout experience preferred.
- Some knowledge of artistic techniques and materials.
- Typically, incumbents have held position in a woodworking shop or art studio.