

**Position Description**  
**Laboratory Technician - Art**  
**Department: Humanities/Social Sciences**

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**POSITION PURPOSE**

The Laboratory Technician - Art provides instructional support services for faculty and students in the proper use and operation of equipment and materials for the Art program, tutors students and/or assists in directing their experiences, and assists in the preparation of instructional materials for the Art program.

**NATURE AND SCOPE**

The Laboratory Technician - Art is responsible for ensuring proper use of shop tools, supervising and assisting students, and supporting faculty. Other decisions, such as completing requisitions, authorizing budget expenditures, and approving modifications in the program, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Assists faculty and students in the proper and safe methods of operating and loading bisque kilns and glaze kilns, framing, mounting, gluing, straining, and mold making.
2. Supervises and assists in accurate measurement and mixing of glazes and similar materials; makes plaster bats and molds and recycles all clay.
3. Assists faculty and students in the proper and safe methods of plastic, wood, and metal-working power equipment, pug mill and hand tools.
4. Cleans and performs maintenance on studio equipment such as spray guns, potters wheels, spray booths and kilns, burners; makes minor repairs such as brick and floor replacement, sharpening chisels, changing saw blades, easels, tables, shelving, and drying racks.
5. Ensures proper use of labs by monitoring activities according to established rules and policies; issues lockers to students and changes combinations as necessary.
6. Receives and maintains all inventory and supplies (kiln, ceramics); assumes responsibility for the security of the kiln area and storerooms from theft or disturbance.
7. Orders and replaces broken parts and picks up miscellaneous items.
8. Assists with inventory, bids and other budgetary matters as requested.
9. Performs related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

Knowledge of District policies and procedures

Subject matter of all Art Program courses

Methods and procedures of preparing instructional materials used in all Art Program courses as assigned

Equipment, materials, supplies and related items used in all Art Program courses

Understanding of budgets and revenue control

### **Skills and Abilities:**

Prepare or assist in preparing instructional materials used in Art Program

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in Art Program courses

Provide substantive assistance to students on text and/or lab manual problems and questions in all Art Program courses

Excellent interpersonal skills

Excellent written and oral communication

Ability to work independently

Management, organizational and supervisory skills

### **Education and Experience:**

A.A. degree in Art or Art History; B.A. preferred

2 years directly related experience

### **Working Conditions:**

Classroom laboratory

Daily exposure to hazardous and potentially hazardous fumes and particles (clay, sawdust)

Extreme heat working with kilns

Frequent use of electric power tools

Ability to lift up to 70 lbs.