



JOB TITLE: FINE ARTS TECHNICAL SPECIALIST

Classification: Classified
Salary Range: 37

Retirement Type: PERS*
Board Approved: November 18, 2024

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Fine Arts Technical Specialist provides advanced and technical expertise for supporting day-to-day operations and maintenance of one or more visual or performing art studios, labs, or other instructional-related facilities. Supports and assists faculty, staff, and students in the proper setup and use of specialized equipment and facilities. Maintains instructional facilities, materials, equipment, and parts in accordance with established protocols and current safety regulations.

REPRESENTATIVE DUTIES:

Provides advanced or specialized technical support for system designs and proper setup, safety, and maintenance of a studio, lab, or other instructional-related facility. Demonstrates proper techniques and handling of specialized equipment and materials and environmentally safe disposal procedures for hazardous waste materials.

Ensures proper technical setup of studios, labs, and other instructional-related facilities in coordination with faculty. Develops, designs, fabricates, or adapts projects for instructional demonstrations in consultation with faculty to minimize instructional disruptions and support student learning.

Oversees day-to-day technical operations and maintenance of one or more studios, labs, or other instructional-related facilities for a performing or visual arts department. Ensures instructional areas are well-organized and in compliance with OSHA and other regulatory safety standards. Performs regular inspections of assigned studios, labs, and instructional-related facilities to complete safety reports.

Oversees repairs, upgrades, and modifications of specialized equipment. Restores equipment to proper working order or makes recommendations for equipment acquisitions, replacement parts, enhancements, or servicing for repair through an outside vendor as needed.

Troubleshoots and resolves technical problems. Responds to requests for technical support from faculty via email, phone, or in-person in a timely manner. Provides regular updates to supervisor and faculty on the status of technical problems including expected start and completion dates.

Contributes to the development and implementation of operational procedures for assigned studios, labs, and instructional-related facilities. Ensures procedures are compliant with current health and safety standards and regulations. May assist supervisor in developing policies as needed.

Confirms on a regular basis with the Office of Workplace Safety & Risk Management, the department of Facilities Planning & Services, and supervisor that current technical operations and maintenance procedures are compliant with health and safety standards and regulations. Contributes to written safety-related procedures that are reviewed and approved regularly by the supervisor and the Office of Workplace Safety & Risk Management. Ensures written procedures are readily available for faculty, students, and staff to easily access.

Maintains storage-supply areas, equipment, and materials in a clean and well-organized condition. Maintains inventory logs to ensure proper record-keeping and accountability of supply levels, instructional equipment/materials, storage, security, and disposal of hazardous materials. Maintains, tracks, and updates equipment service schedule logs in accordance with manufacturer recommendations. Ensures service schedule logs are readily available for faculty and staff to easily access.

Submits supply or equipment requests to the division office in collaboration with faculty. Provides justification details. Researches supply options or vendors, as needed. Maintains vendor contacts and backup documentation files for historical reference and reporting.

Provides basic work direction or specialized training to temporary workers including student workers. Submits timesheets and other administrative requests in a timely manner and in accordance with District guidelines.

Maintains knowledge of new or updated areas of research and development in the fine arts field. Maintains knowledge of current and emerging trends in materials, equipment, operations, and technologies.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Two (2) years of full-time related experience or equivalent formal training in art studios/labs or related field.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Specialized, progressively responsible experience and training in applicable performing or visual arts related field.

Experienced in managing an instructional related facility.

Experienced in teaching or training others in safe studio/lab/instructional-related settings.

Experienced in handling specialized equipment (including digital equipment), hazardous chemicals, and other materials used in studio/lab/instructional-related settings.

Knowledge of studio/lab/instructional site procedures and equipment.

Knowledge of up-to-date methods, tools, materials, and techniques to service and repair a variety of equipment used in digital arts, performing arts, museums, galleries, photography.

Knowledge of proper methods for storing equipment, materials, and supplies.

Knowledge of efficient and accurate inventory practices and methods.

Abilities/Skills:

Ability to plan, prioritize, organize, and schedule instructional activities.

Skilled at leading or guiding others.

Skilled at designing and redesigning studio/lab/instructional-related equipment.

Ability to understand and follow oral and written directions.

Ability to establish and maintain cooperative and effective working and instructional relationships with others.

Ability to foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

Willing to support and promote College initiatives involving diversity, equity, inclusion, accessibility, and anti-racism.

WORKING CONDITIONS:

Position requires manual dexterity.

Ability to lift and carry up to 50 lbs.

Indoor and outdoor work required.

Position involves twisting, bending, kneeling, and stooping.

Position requires standing for prolonged periods of time.

Exposure to various hazardous chemicals, materials and temperatures.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.