AUBURN
Human Resources

Coord I, Art Studio

Job Description

JOB INFORMATION

Job Code	EA60A
Job Description Title	Coord I, Art Studio
Pay Grade	TA04
Range Minimum	$34,890
33rd %	$39,540
Range Midpoint	$41,870
67th %	$44,200
Range Maximum	$48,850
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Art Studio

JOB SUMMARY

Coordinate the preparation of materials and maintains the equipment and spaces necessary for safe workable studios as required by the Art Department and faculty.

RESPONSIBILITIES

- Supports the Art Department in the safe operation and set up of equipment in it various art studios including, but not limited to, sculpture, ceramics, wood and metal fabrication; prepares and organizes studios as required by purchasing and/or setting up equipment; services and installs equipment and tools as necessary.
- Designs and fabricates new equipment required for faculty research and instruction.
- Demonstrates and supervises the appropriate and safe use of a wide range of equipment, supplies, chemicals, and materials preparation for students, staff, and faculty; responds to student inquiries about the same.
- Provides follow-up technical instruction on the use of stationary power tools for wood-working, metal fabrication, and ceramics work; assists students and ensures the safe operation of portable power tools such as saws, drills, and grinders as required
- Assists faculty and students with research of new methods and techniques for art making; assists faculty in demonstrating methods/practices of design and fabrication; assists students and faculty with art work and equipment that involves the use of electronic sensors, motors, lights, and other mechanical and electronic devices; assists with technical design aspects of this work.
- Designs, fabricates, and modifies equipment, shelving, storage, work benches, and other shop furniture using metal and wood.
- Plans course support needs in conjunction with faculty, and orders and/or purchases supplies and services as required; receives, monitors and maintain the supplies inventory for courses.
- Conducts walk through inspection of studios to identify building repair and cleaning needs and coordinates necessary services; liaises with Facilities and Risk Management and Safety regarding student first aid, security, equipment security, space use, and storage of equipment and furniture.
- Assists with budget estimates for course supplies; monitors expenditures in cooperation with faculty.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Art	and	0 years of	Experience in a variety of art disciplines such as studio, design, media, and shop practices; operation of kilns for ceramics; safe use of a variety of stationary and other tools used in wood and metal fabrication.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.