

LABORATORY TECHNICIAN – ARTS

DEFINITION

Under general supervision, provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment, and materials related to the District's Art programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Dean, Arts. Exercises technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the District's Fine Art programs, equipment, and materials.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Prepares and sets up studio/laboratory exercises, demonstrations, and instructional materials; monitors classroom environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Provides instructional support services for the students and faculty in the Arts program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
3. Operates, demonstrates use of, and maintains various art equipment and materials, including operation of electric and gas kilns, pottery wheels, and slab roller; assists faculty and students in proper and safe methods in usage of plastics, wood, and metal working power equipment.
4. Demonstrates and assists students and faculty in proper methods and techniques required for mixing, measuring, and applying of glazes, oxides, and similar materials.
5. Maintains studio/laboratory usage schedules.
6. Cleans and maintains facilities and equipment; ensures proper storage of studio equipment and materials; ensures studio and work areas are maintained in a clean and orderly condition.
7. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
8. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.

9. Submits work orders for maintenance and repair of equipment and facilities.
10. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
11. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
14. Prepares and delivers oral presentations related to assigned areas as required.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Art programs.
3. General methods and procedures for preparing course materials and studio/laboratory exercises and demonstrations used in various Art programs.
4. Set-up, operation, demonstration, and maintenance of various equipment used in the District's Art programs.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Record keeping principles and procedures.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the assigned Art programs.

5. Assist students and faculty in the use and operation of equipment and materials related to the assigned Art programs.
6. Create an engaging and positive learning environment in the computer laboratory, studio, or other learning environments.
7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Art programs.
8. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
9. Estimate and order required supplies and equipment.
10. Establish and maintain filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Follow department policies and procedures related to assigned duties.
13. Operate modern office equipment including computer equipment and software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to an Associate's degree from a regionally accredited college with major coursework in fine arts, art history, or a related field, OR
2. Two (2) years of experience working in a studio, classroom, or similar setting.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a studio/laboratory/classroom environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned Art programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom, art studio, and/or office environment that may contain power tools, kilns, or other art equipment, with moderate to high noise levels and controlled to varied temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023