



LABORATORY TECHNICIAN, FINE ARTS

DEFINITION

Under general supervision, provides instructional support services for faculty and students; prepares instructional materials, and supplies; supervises and provides technical support in the use of the recording studio; assists students and faculty in the use and operation of equipment, computers, and materials related to the College's fine arts program; maintains and repairs laboratory equipment and computers; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions 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 the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in fine arts.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Oversees recording studio and computer laboratory and activities for a diverse student population by creating positive learning communities; maintains studio, laboratories, and classrooms by checking and making minor repairs and adjustments as needed to ensure proper and effective functioning of equipment.
- Provides instructions to students on the use of software and hardware and refers to appropriate resources; notifies faculty and students of hardware and software installations and updates.
- Oversees and coordinates use of recording studio by reviewing, approving, scheduling, and supervising recording sessions; ensures proper set up and functioning of studio and equipment to meet students' needs.
- Prepares and sets up studio, laboratory, demonstrations, and instructional materials; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Provides instructional support to students and faculty in the fine arts program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
- Operates, demonstrates use of, and maintains and repairs computers, peripherals, and various fine arts and studio equipment and materials; assists faculty and students in proper and safe methods in usage of equipment.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
- Maintains accurate reports and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment; monitors program budget and expenditures.

- Submits work orders for maintenance and repair of hardware, software, equipment, and facilities.
- Trains and provides work direction and guidance to assigned student workers; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student understanding of and adherence to safety practices and procedures.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, theories, terminology, techniques, equipment, and materials related to fine arts programs.
- General methods and procedures for preparing materials and demonstrations used in fine arts programs.
- Principles and procedures for setting-up, operating, demonstrating use of, maintaining, and repairing various software, hardware, and peripheral equipment used in fine arts programs.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous materials.
- Methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles of providing functional direction and training.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Explain principles, theories, terminology, techniques, equipment, and materials related to fine arts programs.
- Engage students in positive learning in the laboratory or other learning environments.
- Assist students and faculty and demonstrates proper use and maintenance of software, hardware, equipment, materials, and supplies used in fine arts programs.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment required for the work.
- Maintain accurate records of work performed and materials and equipment used.
- Plan, organize, schedule, assign, train, and review the work of assigned student workers.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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:

Equivalent to an Associate's degree from an accredited college with major coursework in fine arts or a related field and three (3) years of performing technical support for a recording studio and/or fine arts program.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment, to use a computer, and to operate varied equipment related to fine arts 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. Positions 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 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a computer laboratory, classroom, and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-47

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021