

JOB DESCRIPTION



Position Title: Art Studio Coordinator

Department: Art

Employment Category: Administrative Support

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 10 months/year

Pay Grade: AS10

Position Summary: The Art Studio Coordinator is responsible for overseeing the operation and supervision of art studios throughout the district, ensuring compliance with the chemical safety program, and staffing of operational hours of studios. The Art Studio Coordinator assists in monitoring the budget and expenditure of funds to support all studio and gallery equipment, materials, and instructional requirements; supporting the installation and removal of artworks for the Douglas Campus Art Gallery and the displays in the Sierra Vista Campus Library; working closely with art department faculty to ensure all Art Studio Coordinator tasks supporting art classes and students are completed accurately and timely.

Essential Functions: As defined under the Americans with Disabilities Act, it may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages the day-to-day operations of the art studios and galleries and aids instructors and students either directly or through supervised part-time staff or student employees; assists in the preparation and cleanup of studios for student use and instruction

Maintains and secures studio supplies and galleries; assists in researching new equipment and supplies to support art programs and coordinates the purchase with vendors; maintains an accurate inventory of all materials, supplies, and college-owned or donated artwork; identifies, researches, and resolves equipment operational problems as needed

Develops, updates, and assists with the enforcement of studio and gallery policies and procedures; coordinates the development and implementation of safety and care standards; ensures updated Safety Data Sheets are readily available

Coordinates with faculty and the dean to formulate budget recommendations which include identified equipment, materials, and instructional requirements to ensure maximum benefit to the art program while remaining fiscally responsible

Hires, trains, and supervises student employees and part-time staff

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree in a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years of related experience

Possess a valid state issued driver's license

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the maintenance and cleaning specifications of various studio equipment, supplies, and related materials

Knowledge of proper procedures for handling hazardous materials and disposition of hazardous waste, and familiarity with Safety Data Sheets (SDS)

Knowledge of the principles and best practices of studio and gallery operations

Skill in supervisory practices and techniques

Skill in listening to issues, synthesizing information and reaching sound conclusions

Skill preparing, monitoring and maintaining budgets

Skill in presenting ideas and concepts orally and in writing

Ability to supervise the work of others, including managing performance and scheduling

Ability to effectively supervise studio and gallery settings, including providing guidance and instruction in proper protocols and the safe use of studio equipment and materials

Ability to communicate effectively, verbally and in writing, and relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students, and the public

Work Environment: Work is primarily performed under general supervision in a typical classroom, studio, or gallery setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. Some responsibilities require work in an outdoor environment. Evening and weekend work are required. Travel is required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, and the ability to communicate.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details and verbal instructions; emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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Reports to: Dean of Liberal Arts

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.