

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Art Gallery

Unit: Office Technical

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Job Code: J1168
Original Date: 06/2001
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of the Art Gallery Director or assigned supervisor or manager, assist and support the instructional program and Art Gallery; coordinate, perform, and facilitate complex technical, clerical, and administrative support for the Art Program; prepare instructional materials as assigned; provide training and work direction to students, staff, and volunteers.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of the Art Gallery and instructional laboratory environment in the subject of Fine Art and Gallery Studies; plan, setup, takedown, and cleanup special events, competitions, exhibitions, workshops, receptions, and lectures at the Art Gallery and Art Department. Unpack, install, display/exhibit, pack, and transport art. Administer procedures and processes for all aspects of each exhibition. Arranging special after-hour gallery openings for special circumstances or as required.
2. Coordinate all aspects of contractual communication with the artists, vendors, suppliers, services, departments, and/or the representing gallery. Contact, hire, and/or contract work and/or services. Make all in-house arrangements of services.
3. Assist faculty, students, and staff in the proper use, handling, selection, care, and operation of art, art supplies, instructional materials, facilities, equipment, and installation of exhibits common to fine art and gallery studies.
4. Explain concepts, principles, and terminologies and provide information to students, instructors, and others. Assist students in the completion of assignments; tutor students individually or in small groups; reinforce or follow up on instructions provided by the instructor; provide relevant information to instructors regarding student progress. Greet visitors, lead and conduct group tours, and answer questions about the Art Gallery, Art Department, special programs, and fund raising opportunities.
5. Control the circulation of instructional supplies, materials, tools, and equipment to students and instructors; check items in and out, maintain appropriate records and inventories.
6. Order, receive, catalog, and store supplies, materials, and related services; maintain appropriate records and local inventory control for art, equipment, and materials. Provide technical assistance in the preparation of specifications for equipment, services, and material purchases; recommend selection of equipment as requested. Schedule repairs and remodels of the Gallery, instructional laboratories, and equipment according to approved procedures.
7. Make minor repairs on materials and equipment; check, repair, replace, adjust, and maintain equipment; make visual and operational checks of Art Gallery, laboratory, equipment, and exhibits to ensure all are displayed

- and/or functioning properly. Assure proper storage and handling of equipment. Repair and maintain art materials, supplies, and exhibitions according to approved procedures.
8. Prepare materials for demonstrations by instructors or for use by students; maintain records of materials and equipment loaned out to students. Design, produce, and distribute invitations, banners, posters, brochures, schedules, artist contracts, lists, flyers, artist bios/panels, forms, catalogs, and other documents.
 9. Perform clerical duties, such as answer telephones; take messages; open and route mail; schedule appointments; collect fees; prepare, administer, score, and record student assignments and tests; and prepare, distribute, and maintain reports, files, and records. Create, collect, update, and compile data, lists, catalogs, and other records.
 10. Produce and coordinate publicity and promotion for all Art Department and Gallery events through the use of press releases, information packets, and personal contacts. Coordinate the maintenance of the Gallery slide library.
 11. Ensure that instructional areas, Art Gallery, and storage and technical areas are maintained in a safe, secure, clean, and orderly condition. Ensure that safety and security procedures are appropriately observed.
 12. Recruit, hire, and provide training and work direction to students, aides, volunteers, and hourly assistants. Coordinate activities and schedule duty hours and daily operations of handling art, crating/uncrating exhibits, and performing clerical support operations for the gallery.
 13. Monitor expenditures and assist in preparation of the Art Gallery and co-curricular budget. Review, predict, and make budget recommendations.
 14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Art history and studio art.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of materials related to art.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles and use of basic installation hand tools
- Record-keeping techniques.
- Safety and security regulations in an art gallery.
- Technical aspects of art.

Skills and Abilities:

- Advise students in the handling, care, and security of art and supplies.
- Advise students in the proper operation and use of Art Department and Gallery materials, equipment, facilities, supplies, and tools.
- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of art.
- Communicate effectively both orally and in writing.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.

Explain work assignments to students.
Issue and receive equipment and supplies.
Lift 25 pounds.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedule and time lines.
Perform minor maintenance and repair of art materials and exhibitions.
Plan and organize work.
Provide orientation to students, volunteers, instructors, and staff in the operation of the Art Gallery.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction to others.
Understand and follow oral and written direction.
Use basic installation hand tools.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to Fine Art or Museum Studies and at least three years of successful work experience in an office or clerical function. Experience in an instructional setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an Art Gallery or classroom setting. May be exposed to hazards of remodeling construction.