



TITLE: **SCULPTURE/FOUNDRY TECHNICIAN**
STATUS: **NON-EXEMPT (GRANT FUNDED POSITION)**
DEPARTMENT: **STUDIO ARTS**
REPORTS TO: **MARGARET A. CARGILL DIRECTOR**
SUPERVISES: **NONE (MAY OVERSEE STUDENT WORKERS/ASSISTANTS).**
CLOSING DATE: **MAY 19, 2019**

SUMMARY OF RESPONSIBILITIES

The Sculpture/Foundry Technician reports to the Margaret A. Cargill Director. The incumbent is responsible for the day-to-day operation of the Art Department's sculpture lab, metals foundry, and provides instructional support assistance to the Sculpture faculty and visiting artists.

NOTE: Although grant funding for this position may be extended, a grant-funded position has no guarantee of on-going and indefinite employment. This position is currently funded for two (2) years.

ESSENTIAL POSITION FUNCTIONS

- Manage the overall operations of the sculpture lab, studio and shop facility.
- Maintain, organize and inventory all tools and equipment in the facility, which includes the repair or replacement of damaged tools and equipment.
- Order and maintain an inventory of all materials and supplies used to demonstrate techniques in the studio and for student use, which include wax, plaster, glues, steel, welding rod, welding gases, consumable components on various equipment, all ceramic shell chemicals and other materials as needed.
- Use proper storing and disposal methods of all materials and chemicals.
- Train and monitor the student lab assistants and help them to maintain a clean and safe work environment.
- Mix, oversee monitor the ceramic shell process.
- Facilitate and/or implement the casting, welding and chasing of work for individuals in the visiting artist program.
- Monitor the sculpture program's inventories and procure supplies.
- Assist students and visiting artists with special projects, which includes a wide-range of support from supplies to resources.
- Understand, maintain, update and comply with MSDS/SDS.
- Implement OSHA requirements, implement Sculpture rules and regulations and conduct shop safety workshops.
- Train and certify all incoming students on the requirements of safe studio use and facilitate access to the studios.

- Schedule and supervise regular cleaning of the sculpture studios to ensure their proper functioning, safety and accessibility as learning/creative environment for students and faculty.
- Serve on the IAIA Environmental Health and Safety Committee.
- Attend Studio Arts department meetings.
- Comply with a forty (40) work week, which will vary slightly between the Fall and Spring Semester, which may include working a partial weekend.

REQUIRED EXPERIENCE AND EDUCATION

A BFA in Sculpture, Studio Arts or a related field and must have at least three (3) years of direct and demonstrated experience in a foundry or college sculpture shop of comparable scope and complexity; or an equivalent combination of education/training and experience. Must have a clear background check, a current and valid drivers' license and clean driving in order to be bondable to drive an IAIA vehicle. PREFERRED: Masters' degree in a related art field and a forklift certification (or must be able to secure a forklift certification within 30 days).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough and demonstrated knowledge and expertise of all aspects of the ceramic shell and casting.
- Demonstrated skill and expertise in tool and equipment usage and maintenance, carpentry, and welding.
- Demonstrated willingness to learn new equipment and processes as required.
- Strong interpersonal and communication skills in order to communicate effectively with a wide-range of audiences (faculty, students, vendors, staff, the public and visiting artists).
- Strong organizational and multi-tasking skills in order to implement an effective, safe and highly functional studio arts lab/facility.
- Strong record keeping; in order to track inventory, supplies, OSHA/MSDS/SDS documentation and related costs.
- Skilled in searching (online) new products and vendors.
- Ability to effectively operate a computer and applications necessary to maintain budget and inventory records including programs like Word and Excel.
- Ability to operate the equipment used in the sculpture lab including welding torches, band saws, ceramic slurry mixer, miter saw, drill press, table saw, tubing bender, plasma cutter, disc sander, plasma cutter, kilns, foundry, blacksmithing equipment, metal slip rollers & brakes, sand blaster and various hand tools.
- Demonstrated skill and ability to instruct others in techniques and safe use of equipment.
- Ability to effectively troubleshoot equipment and identify when repair or maintenance in a timely and accurate manner.
- Ability to properly read and understand MSDS/SDS.

WORKING CONDITIONS

- Incumbent must be able to meet all the physical demands and requirements of this position's essential functions with or without reasonable accommodation.
- Tasks are at times performed in varied external climates, which may vary from extreme cold to hot weather.

- Tasks are also performed in interior environments which may contain dust, fumes and/or particles.
- Duties require the ability to reach, stoop, bend and/or crawl.
- Must be able to lift, kneel, twist, balance, and transport materials daily.
- Duties require the ability to move and/or maneuver items weighing up to 50lbs on a regular basis.
- Ability to lift items and equipment approximately 50-100 pounds occasionally.
- Duties require the ability stand for extended periods of time.
- Duties require the ability to effectively and safely use a wide-range of maintenance tools.
- Duties require the ability to climb ladders to complete tasks.
- Must have a clean driving record, in order to be bondable to drive an IAIA vehicle.
- Occasional travel for meetings, supply runs, workshops and other events using personal vehicle or company vehicle.
- Must have a forklift certification, or able to get forklift certification within 30 days.
- Ability to give and receive information effectively through speaking and listening.
- Management has the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.
- This is a twelve-month, forty-hours a week schedule, which will vary slightly between the Fall and Spring. Work hours will include weekends and evenings depending on semester, course schedules and project requirements.