IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title: Sculpture Shop Monitor
Hours per week: 20
Number of positions: 1
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: $7.50 per hour
Supervisor: Matt Eaton

Department Name & Code: Fine Arts 176
Location: Scuplture/Foundry
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Support of Students in completing assigned work outside of class hours.

Job Description/Responsibilities:
The IAIA student must: follow all shop and safety rules; adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity and honesty; follow directives; adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.

This job description does not list all the duties of the job. You may be asked by supervisor or sculpture shop monitors to perform other assignments or duties. Management has the right to revise this job description.

Monitor the space including:

- Health and Safety (No food or drinks in the studio)
- Tools and Material Safety (eye, ear, face and respiratory protection, gloves, clothing)
- Observe two-person safety rule
- Student clean-up (get students to clean up or you will clean up)
- Make sure hand power tools are blown out with air after use (students)
- Turn on and off dust collector switch
- Bleed water out of air valve as needed
- Empty sawdust under table saw regularly
- Empty sawdust collector once a month
- Empty sandblaster when needed
- Wax metal on table saw once a month
- Keep wood bins organized
- Help students with tools when necessary
- Maintain sign up lists (all students must sign in and out)
- Be punctual and on time
- Mature attitude expected
- Report problems to security and instructor
- Contact 911 for emergencies
- Lock up tools and materials in cabinets before leaving
- Lock up tool room before leaving

General Qualifications:
Students must be at least intermediate level sculpture students, with the ability to operate all hand and power tools in all sculpture shops.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).