



Adrian College

Position Title:	Department of Art & Design Technician/Assistant
Purpose of Position:	Assist Art Faculty, Gallery Director and Students in a variety of functions related to the operation and maintenance of the Art Department equipment and facilities
Classification:	Administrator
Education:	Bachelor's Degree required
Supervision Received:	General Supervision; reports to the Vice President of Academic Affairs
Supervision Exercised:	May coordinate activities of student assistants, interns, and TA's
Work Schedule:	Full-time (30 hours); 10 months; Monday –Friday; some evening and weekend work required
FLSA Classification:	Exempt

Example of Duties:

This position involves frequent verbal, written and e-mail correspondence with faculty, staff, and students. The successful candidate will:

- Assist with maintenance of studio equipment including a ceramics studio, firing gas, electric, and wood kilns, a small wood shop, and printmaking studio
- Maintain and replace equipment, inventory and supplies
- Supervise student workers and interns and interact with/mentor students on a daily basis
- Fabricate and design specialized equipment and aid students in the proper use of equipment
- Develop relationships with vendors and contractors
- Participate in the development of departmental safety expectations and ensure compliance with the EPA
- Perform other duties as assigned

Minimum requirements:

- BA or BFA in Art or Art related field
- 1-3 years of experience in maintaining and running a College art studio or similar professional studio
- Basic mechanical ability, woodworking skills and/or shop experience
- Basic computer skills
- Must be able to perform duties within the normal bounds of an office environment and must be able to load, fire, and maintain gas, electric and wood kilns. Must also be able to walk, stand, stoop, push, pull, reach and work above shoulders, climb ladders, kneel, twist, squat and lift up to 50 pounds.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

An MFA or a Master's Degree in a related area is preferred. The ideal candidate will possess strong interpersonal and communication skills and strong organizational skills. He or she will have a demonstrated ability for record keeping and will be able to carry out instructions precisely. The successful candidate will be able to work effectively when faced with frequent interruptions and will be able to establish priorities, work independently, multi-task and proceed with objectives with limited supervision. Must also be able to work well under pressure to meet deadlines and must possess excellent teamwork skills.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, CV/resume, and the contact information for three references to Melissa Freshcorn at mfreshcorn@adrian.edu.