

Carleton College Non-Exempt Position Description
Job Title: Digital Studio Arts Technician – Grade 11
Reports To (Title): Associate Chair/Chair of Studio Arts
Department: Art and Art History
Division: Dean of the College
Date: 4/30/21

Job Posting

About us

The Department of Art and Art History at Carleton College seeks applicants who value mentorship and working in a collegial, collaborative environment, and who are guided by the desire to help all students achieve their educational goals within a liberal art setting. Our Studio Art curriculum celebrates craft-based media, new media, and the use of technology in art practice. Courses are taught across a wide spectrum of art disciplines. The successful candidate will be an equity-minded individual committed to working with Studio Art students from a broad range of socioeconomic backgrounds, genders, orientations, abilities, and cultural heritages. We seek applicants who understand the benefits that diversity brings to Carleton's small residential community, and who are committed to furthering the department's goals of closing equity gaps and providing a safe creative environment for all students.

Position overview

This .83 FTE Digital Studio Arts Technician supports the teaching and learning spaces for the studio art program, with a special emphasis on digital processes, printmaking, and photographic technology. This technician joins a peer technician (whose focus is 3D, ceramic, and sculptural processes) in supporting a vibrant department including: sculpture, ceramics, printmaking, photography, woodworking, metalsmithing, drawing, and painting.

A high degree of independent judgment and creativity are required, as this person will work both independently and in collaboration with faculty, staff, administration, students, and community partners. This position requires a high degree of competency with digital technology, digital media and the willingness to collaborate with other support staff in Information Technology Services (ITS) and Academic Technologies.

Essential Job Functions/Responsibilities

The duties below are representative but are not intended to cover all duties performed by the position.

- Collaborates with faculty, staff, and students to create an inclusive and welcoming atmosphere in the studios while maintaining safety protocols.
- Directs and participates in preparing demonstrations and presentations to students in the photography and printmaking studios, as well as in the interactive art/robotics, 3D printing and Makerspace labs.
- Ensures that studio equipment is maintained in safe, clean, and orderly condition in compliance with safety procedures and state and federal regulations; researches and implements a variety of current studio/laboratory occupational safety procedures and regulatory policies, in conjunction with faculty and staff.
- Inventories equipment, supplies, and required studio/laboratory materials to maintain adequate stock; sets up and maintains files of studio equipment, supply and material purchases, equipment maintenance and usage, storage and disposal.

- Recommends the purchase of new equipment as needed; researches vendors, pricing, delivery timelines; selects vendors as appropriate; orders new equipment, supplies, and materials.
- Works closely with the other technician to perform routine maintenance and minor repairs on laboratory equipment, cameras, printers, printing presses; contacts vendors for major repairs.
- Communicates with faculty, students, staff, vendors, and other educational institutions concerning laboratory operations, inventory, safety, equipment and supplies; confers with and provides support to faculty regarding development and modification of curriculum and teaching materials, studio and classroom set-ups, student safety; attends meetings, workshops, and other events to obtain current subject-matter information and resources.
- Mentors student workers and assists students and faculty with creative projects as needed.
- Maintains professional relationships with other staff in similar positions on campus and at other institutions.
- Assists students and faculty in photographing artwork for digital portfolios and website content.
- Performs other related duties as assigned.

Describe Supervision Received and Exercised

This position hires and supervises student assistants and studio monitors, and performs student worker evaluations. This position is supervised by the Associate Chair/Chair of Studio Art.

Education/Experience/Skills (supported by job duties)

Required: Minimum Qualifications

Education & Professional Qualifications

- Completion of a Bachelor of Arts degree in studio art, fine art, or a related field; MFA preferred.
- Minimum of 2 years work experience in a similar capacity.
- Practicing artist strongly preferred.

Administrative & Management Experience

- Confidence in using independent judgement in decision-making.
- Experience managing a team and working with students.
- Developed organizational and task management skills; strong oral and written communication skills.
- Experience with inventory, setup, and maintenance of detailed records.

Specialized Knowledge & Skills

- Familiarity with a broad range of materials related to art making; proficiency in digital technologies especially as related to photography and printmaking.
- Knowledge of and commitment to health and safety as they apply to artistic materials and regulations.

- Familiarity with intaglio and litho press operation and maintenance.
- Knowledge of polymer plate printing, bookbinding, and papermaking a plus.
- Knowledge of Inkjet Printing (Epson Surecolor or similar) – familiarity with wide format printing is a plus.
- Familiarity with scanning prints and negatives using flatbed scanners.
- Strong computer skills required with significant experience in Adobe Creative Suite – CAD, 3D printing, CNC operation, microcontroller (arduino) programming, and robotics knowledge is a plus.
- Knowledge of studio lighting and/or analog camera repair is a plus.
- Willingness to learn new skills and applications relevant to digital art-making practices.

Interpersonal Skills

- Proven success establishing and maintaining positive and cooperative working relationships; commitment to quality of service.
- Strong work ethic; ability to work independently, collaboratively, and proactively.
- Demonstrated ability to work in a culturally competent manner with diverse groups of students, staff, and faculty.
- Demonstrated interest in working with college students engaged in active learning environments.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the institution.