**University of Maine**

**Job Description**

**TITLE:** Sculpture Studio Technician

**DEPARTMENT:** Art

**DATE:** June 2019

**REPORTS TO:** Chairperson, Art Department

**Purpose:** To oversee and coordinate all activities in order to ensure the smooth and efficient functioning of the Sculpture Studio. Provide safety and environmental management for students and staff. Plan and manage all purchases of new equipment and ensure all facilities are well maintained.

**Essential Duties & Responsibilities:**

* Coordinates with Safety and Environmental Management in order to maintain studio facilities and equipment in accordance with Occupational Safety and Health Administration (OSHA) Standards.
* Troubleshoots and arranges for repairs to studio sculpture studio equipment.
* Coordinates with Facilities and Maintenance to provide maintenance and physical repairs to the building.
* Arranges for and oversees installation of equipment and safety apparatuses.
* Coordinates with Safety and Environmental Management and Facilities Management to ensure periodic inspection, and repairs on all safety and ventilation equipment.
* Trains and supervises students and faculty/staff personnel in the safe operation of equipment.
* Maintains open studio hours to assist students by providing technical and artistic guidance.
* Ensures all students and personnel follow all safety precautions in accordance with University and OSHA regulations.
* Maintains and updates Material Safety Data Sheets (MSDS) files.
* Conducts periodic equipment and personal safety equipment inspections and records.
* Researches and provides pricing, ordering, and procurement of supplies for equipment repair and materials in support of sculpture courses.
* Oversees expenditures and ensures sculpture studio budget is followed.
* Maintains current chemical inventory and ensures Chemical Hygiene Plan is kept current.
* Maintains equipment and supply inventory.
* Oversees and manages work study students weekly responsibilities.
* Develops and oversees lock-out/tag-out procedures.
* Monitors satellite accumulation area for chemical disposal.
* Establishes and maintains standard operating guidelines for equipment used in the facility.
* Photoshop and Sculpture promotion.
* Organizes card swipe access.
* Provides fork lift training.
* Checks out AV equipment and set up.
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Builds productive relationships with internal and external constituencies.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commits to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Performs other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* BA/BFA Degree in Studio Art, emphasis in Sculpture preferred.
* Previous directly related experience performing the duties of the job may substitute for college level course work.
* Experience in wood, metal, and foundry sculpture studios.
* Technical understanding and practical skill in the use of a variety of sculpture studio processes and relevant equipment including wood fabrication and carving tools including table saw, band saw, belt sander, panel saw, scroll saw, planer, joiner, drill press, hand held power and pneumatic carving tools.
* Thorough technical and practical understanding of sculpture studio metal shop processes and equipment including MIG, Oxy-acetylene, and TIG welding.
* Working knowledge and familiarity with such metal shop equipment as a plasma cutter, band saw, horizontal band saw, slip roller, pedestal grinder, buffer, angle grinder, and various hand held metal working power tools.
* Familiarity with lost wax and green sad casting processes and foundry experience pouring, chasing, and finishing bronze, aluminum, and glass castings.
* Familiarity with 3D printing.
* Excellent oral and written communication skills.
* Working knowledge of budget and inventory management procedures.
* Knowledge of principles, procedures, and standards for the receipt, safe handling, storage, shipment, and disposal of hazardous chemicals and materials.
* Experience and skill to provide technical guidance and leadership to students and staff in area of expertise.
* Ability to regularly lift up to 50 pounds, to stand for long periods of time, and to climb ladders.

**Preferred:**

* Experience with iron forging/metalsmithing.
* Some experience in teaching and/or providing workshops.

**Supervisory Responsibility:** Provides direction to student employees.

**Work Environment:** Will have an office for records and paperwork in the Sculpture Studio. Most of the work hours however will be conducted in the supervision and maintenance of equipment in the Sculpture Studio. This studio has a wide variety of power equipment which generates noise, dust and particulates. Some chemicals and solvents, etc. are used as well.

**Work Year:** Part-time (half time, 30 hours per week) nine-month appointment with a September 1 to May 31 work year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Work beyond regular hours (to include some evenings and weekends) may be necessary in order to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** On-going, part-time, base budgeted.

**Schedule for Evaluation:** In the initial six months of employment then annually thereafter in accordance with UMPSA Agreement.

**Job Family/Salary Grade:** 10-Facilities/03.

Appropriate background checks and post-offer physical will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.