

## Job Description

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<b>Job Title:</b>	Manager: Media and Studio Labs
<b>Department:</b>	Fine Arts
<b>Reports To:</b>	Fine Arts Department Chair
<b>Jobs Reporting:</b>	Fine Arts Studio Technician
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	August 1, 2017

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### **Primary Purpose**

Fine Arts has two distinct academic fields: Visual Culture and Studio. The Fine Arts (FA) Manager: Media and Studio Labs is responsible for the maintenance and operation of, plus content and policy development for, various studio, woodshop and digital assets. This includes, but is not limited to the FA Woodshop, all FA studios and ECH Digital Labs. The Manager of these assets develops, delivers and supervises all students and faculty to support the woodshop and technical requirements for the FA programs. In addition to hands-on support to students and faculty, the Manager regularly delivers pedagogy in the form of technical tutorials, demonstrations and workshops in both digital media and studio disciplines.

### **Key Accountabilities**

#### **Provide daily supervision and management of the Fine Arts Studios**

- Inspire an environment/culture where exceptional customer service is expected as integral to the service provided.
- Manage and oversee the recruitment, hiring, evaluation, performance management, promotion and professional development and retention of the Fine Arts Studio Technician.
- Secure placements, advertise, recruit and hire approximately 15 Work Study students for the Fine Arts tool crib, as well as the hiring and supervision of student studio monitors each academic year
- Investigate, recommend and implement new technologies and equipment to improve the level of service and enhance the safety for Fine Arts programs.
- Member of Fine Arts Space Committee.

#### **Lab Instructor**

- In consultation with the Chair and relevant instructors, develops and delivers technical skills workshops and course project demonstrations for all years, with particular emphasis on first year Fine Arts foundations studio courses.
- Monitors and tracks all WHMIS compliance for all users of the woodshop.
- Provides instruction and supervision for proper tool safety and equipment.
- Assists and advises undergraduate and graduate students with projects and manufacturing requirements.
- Provides practical design advice, training, guidance and assistance with student projects, gallery installation, lighting and installation of student work.
- Responsible for maintenance of equipment in the woodshop and equipment in each of the studio disciplines.

#### **Digital Media**

- Responsible and accountable for maintenance and operation of digital equipment as well as associated software for course work and related projects.
- Develops and delivers instruction, online labs and guidance in equipment and software usage.

- Provides technical support to Fine Arts and ECH digital lab users, including campus wide instructors and students and serves as ECH back up in support of Arts Computing.
- Provide consulting services, support and training to students for the digital equipment used in the Fine Arts curriculum.
- Responsible and accountable for troubleshooting hardware and software issues as they arise.
- Oversees the use of digital equipment, including but not limited to 3D printer, large format printer and laser printer/engraver.
- Provides technical support, organizational direction and expertise as required for all special events and projects, including but not limited to, community outreach events, MFA thesis installations and defenses, fourth year final exhibition and recruitment.
- Advises on the purchase of software for instructional use as well as research, in consultation with IT personnel and the FA Chair.
- Remains current on software technologies as instructional support for various Fine Arts courses and programs.

### **Ensure safety compliance according to federal, provincial and UW standards**

- Maintain a safe working environment.
- Serves as the Fine Arts Health and Safety Coordinator and ensures compliance with all safety regulations according to Federal, Provincial and UW standards.
- Confirms on a term-by-term basis that all staff, faculty and students have appropriate safety training for using current and newly purchased equipment.
- Maintain all records pertaining to training and safety, SOP documentation, equipment maintenance, monthly and annual facility and equipment safety inspections, pre-use inspections and injury and incident reports.
- In consultation with the Fine Arts Chair, ensure communication with staff at department meetings and retreats of any current or outstanding concerns and how past concerns have been resolved.
- Enroll and participate in yearly Emergency First-Aid and First-Aid training, as well as any other SO course deemed necessary for this position.
- Serves as the Fine Arts Building Evacuation Coordinator.

### **Facilities**

- Responsible and accountable for the daily operation of the Fine Arts woodshop, including oversight and management of the budget.
- Maintain facilities, machinery, woodshop and studio infrastructure.
- Review current machinery and tools inventory and acquire, upgrade or surplus as necessary to maintain use of space and ensure productivity.
- Prepare and submit proposals and/or work requests for purchase and/or maintenance of major assets and facility maintenance deemed essential.
- Act as liaison contact with Plant Operations and/or outside services for the facilities on all matters concerning building repair and maintenance, machinery, repairs or new installation of equipment.

### **Fine Arts Store Management**

- Accountable for Fine Arts store budget.
- Responsible and accountable for all tool crib inventory including power and hand tools, art supplies and digital tracking.
- Daily tracking of sales through point of sales terminal and ensure fiscal accountability is maintained in accordance with UW requirements.
- Develops, implements and maintains electronic sign out and deposit software and procedures for equipment loans.
- Daily staffing and payroll for all work study students and studio monitors.
- Act as back-up for staffing and case-by-case requests.

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• MFA degree in Fine Arts (Studio) or equivalent experience in relevant field or equivalent education and experience.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Minimum of 5 years of experience in the operation of all related equipment</li><li>• Several years experience as an IT technician, instructor or consultant in an academic environment.</li><li>• Experience managing digital software/hardware in an academic environment.</li><li>• Proven, extensive, documented experience supervising lab demonstrators and/or other technical and administrative positions</li><li>• Demonstrated experience overseeing administrative and financial aspects of woodshops and studios including usage levels of machinery/equipment, revenues, etc.</li><li>• Proven experience using visual art production and post-production software, with an emphasis on the Adobe Creative Suite.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Expert knowledge of both Windows and Mac operating systems, networks and hardware.</li><li>• Teaching and mentoring skills, e.g. apprentices in a shop setting, which can be applied to new hires and Co-op students in a workshop environment.</li><li>• Well-developed interpersonal skills and the ability to apply sound judgement and handle confidential matters.</li><li>• Proven ability to interact with faculty, staff and students with tact, patience and diplomacy.</li></ul>

### Nature and Scope

- **Contacts:** Internal : Faculty members in Arts, Undergraduate and Graduate students from Fine Arts, as well as minors and specialization programs (Computer Science, GBDA, Digital Arts Communication), Academic Support Units including but not limited to Finance, Human Resources, Procurement, Engineering Machine Shops, Chemistry and Science Shops, Plant Operations, Information and Systems Technology, Health and Safety Office. External: Equipment and materials suppliers, visiting and Professional Artists, Contractors and maintenance personnel.
- **Level of Responsibility:** This position has specialized responsibilities and works with minimal supervision with direct reports. This position is responsible for establishing the priorities for technical support within the department.
- **Decision-Making Authority:** Reports directly to the Department Chair. This position has supervisory, fiduciary, space and pedagogical decision authority as it pertains to the studio and woodshop areas for continued continuity. Issues and decision typically experienced in this position will mostly fall within established UW policies and procedures, however in many cases a unique situation may fall outside the established procedures. This position is expected to function independent of direct supervision in all cases, however the Fine Arts Chair will be consulted where applicable.
- **Physical and Sensory Demands:** Physical demands are typical of a woodshop and digital environment. Standing for long periods of time, exposure to machine noise, and heavy lifting. Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue and strain.
- **Working Environment:** This position experiences an unprecedented amount of interruption at any given time throughout all three academic terms. FA is characterized by a hybrid use of both digital and analogue resources. The incumbent will be able to switch spontaneously and effectively from one mode of service to the other at any given point in the day.