

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Art Studio Technician (2-D)

Class Title: Art Studio Technician (2-D)
Rate: \$15.51 per hour

Definition:

Under the direction of the Dean of Instruction and the supervision of the Art Co-Chairs, assist faculty and students by providing technical and support services to the art programs and services.

Distinguishing Characteristics:

The Art Studio Technician (2-D) provides technical and support services to the faculty and staff of the arts program. It is distinguished from the Art Studio Technician (3-D) in the duties assigned.

Specific Representative Duties:

- ❖ Catalog and file art history and studio art instructional materials; photograph student artwork; file, repair and reorganize materials; provide research assistance, assist faculty with instructional materials and technical support in assigned studio; maintain order and cleanliness of studio equipment and fixtures; organize and maintain inventory and order supplies when needed; repair or arrange for repair of equipment when necessary; maintain 2-D art studio, 2-D instructional equipment, and materials related to 2-D facility; maintain darkroom and slide library facilities. Assist in studio as needed; occasionally assist in the operation and supervision of 3-D art studio; and perform related duties as assigned.
- ❖ Provide support for Faculty and Students; monitor and record expenditures; type and file purchase orders; management of Art Department and Art Gallery budgets; assist in tracking part-time staff hours and time sheets; monitor contracts; answer telephone and greet visitors; answer questions and provide information to the public, students, faculty, and staff as needed; type and file documents in support of art program including student exams, reports, letters and emails.
- ❖ Maintain current knowledge regarding studio and chemical safety; handle hazardous materials safely; respond appropriately to chemical spills and studio accidents; assist in treating, packing and classifying hazardous waste for storage and/or removal; maintain MSDS sheets for all required chemicals in assigned studios; post and update required safety information; act as safety monitor to ensure safe use of chemicals and equipment.
- ❖ Install and strike exhibitions in all College Galleries; monitor security of artwork during exhibitions; inventory and purchase supplies and set up for receptions; type and install labels for each piece of artwork; create poster and postcards as needed; gather and deliver information for exhibition news release; update Gallery and Art Department website; work with College Publicity Information Officer in updating social media and other forms of publicity.

Employment Standards:Education and Experience:

Preference will be given to applicants with Associate's Degree, Bachelor's Degree, or Master's Degree in Fine Arts or significant experience in 2-D studio art and gallery experience.

Knowledge of:

- ❖ 2-D art materials and processes;
- ❖ Photography and gallery management;
- ❖ Variety of computer programs used in management of Art Department office and Art Gallery;
- ❖ Art Gallery installation, publicity, and maintenance;
- ❖ Modern office practices, procedures, and equipment;
- ❖ General clerical and record keeping techniques; and
- ❖ Budget management.

Ability to:

- ❖ Photograph, catalog, label and file digital slides;
- ❖ Operate standard office equipment, including a computer and related software;
- ❖ Maintain orderly and detailed records;
- ❖ Prepare, install, hang, and strike art exhibitions;
- ❖ Assist part-time gallery personnel as needed;
- ❖ Understand and follow oral and written directions;
- ❖ Work independently;
- ❖ Communicate effectively both orally and in writing;
- ❖ Work cooperatively with a variety of diverse personalities; and
- ❖ Establish and maintain cooperative relationships with those contacted in the course of work.

Additional Requirement (Licensure/Certification):

- ❖ No additional requirements

Supervision:

- ❖ Direction received from the Dean of Instruction



One College Drive
 South Lake Tahoe, CA 96150-4524
 (530) 541-4660 ext. 221
 Fax: (530) 541-7852

Position applied for: _____

APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last First Middle

Present Address _____
Street P.O. Box City State Zip

Telephone No. _____
Home Business Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

College	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other (specify)	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _____

Other relevant skills or certifications? _____

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

5. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150