

JOB DESCRIPTION

Dept: Faculty of Arts

Working Title: Instructional Associate, Fine Arts (195)

Date: August 2016

Job Class: 13

PRIMARY FUNCTION:

The Fine Arts Instructional Associate assists the Faculty of Arts with overall course delivery in designated departments by assuming responsibility for instruction, student guidance and assessment (including safety quiz marking and participation in the studio component of any course). In addition to instructing students on studio procedures and the use of studio equipment, the Instructional Associate researches, conduct experiments and introduces new materials, equipment and procedures to advance the program. The Fine Arts Instructional Associate's work may support any program or course offered by the relevant department(s).

Based on an established timetable of student studio assignments and using standard and prescribed safety practices they are expected to perform their duties with a minimum of managerial supervision, and to work effectively with other Instructional Associates, faculty members and staff.

JOB DUTIES AND TASKS:

- 1. Provide instructional support, practical demonstration, supervision and evaluation of student studio work:**
 - a. Assist with the development, modification, implementation and evaluation of studio activities and demonstration materials.
 - b. Purchase, maintain and prepare equipment, specimens and other materials for studio.
 - c. Provide instruction to students including explaining practical objectives, methods and techniques.
 - d. Field questions regarding equipment, materials and assignments.
 - e. Demonstrate the use of instrumentation equipment, chemicals and supplies with respect to practical, technical and safety considerations.
 - f. Evaluate procedure and troubleshoot experiments.
 - g. Provide guidance to students performing studio activities in designated departments, including locating information relevant to research topics. Provide consultation to students in relevant concepts, procedure, techniques and use of equipment. Provide ongoing instruction, supervision, tutoring and/or guidance throughout the scheduled student contact time to enable students to learn from the studio assignments and online lessons.
 - h. Perform evaluation of studio quizzes or exams, and/or student performance in the studio; compile resulting marks and submit to the relevant faculty for input toward students' final grades.
 - i. Develop, initiate and/or assist faculty in the development, evaluation and revision of experimental procedures, studio exams and studio manuals. Help set up studio for the studio exams and invigilate such exams.
 - j. Learn, demonstrate and teach the use of various equipment and processes as required for curriculum. Offer instructional assistance to students during Instructional Associates' office hours.
 - k. Assist faculty teaching and implementation of studio courses and related activities:

- l. Verify that chemicals, equipment, instrumentation and related teaching materials are operational and set up for studio project assignments and demonstrations.
- m. Deliver the project assignments demonstrations as required, which may include experiment objectives, methods and/or techniques.
- n. Advise studio staff and faculty on studio safety procedures, as well as the proper handling and storage of hazardous chemicals and materials.
- o. Participate in the selection and recommendation of new equipment purchases by providing evaluations of new equipment and materials.
Ensure compliance with safety standards by monitoring studio procedures, practices and student activity including establishing safety practices in studio environment.

2. Supervise the day-to-day operations of the studio.

- a. Maintain an inventory of supplies and equipment as required for the weekly sequence of studio exercises, demonstrations and project assignments.
- b. Maintain inventory controls, coordinate repairs and order new equipment, manuals, etc. in consultation with the department when required.
- c. Evaluate the use of equipment and supplies in studio.
- d. Design and fabricate machinery and materials used studio
- e. Ensure that the studio and equipment are cleaned and stored in a safe manner. Organize and ensure proper storage of supplies in studios, prep rooms and bunkers. Collect, label, store and dispose waste solutions and hazardous studio by-products according to procedures, and in compliance with WHMIS regulations and other relevant government legislation.
- f. Ensure compliance with WHMIS regulations and other relevant government legislation, obtain and maintain SDS information, determine and comply with labeling requirements, liaise with appropriate bodies as necessary. Post safety information in studio as necessary.
- g. Ensure compliance with safety standards by monitoring studio procedures, practices and student activity, including establishing safety practices in studio environment. Develop studio safety procedures, spill clean-up procedures and waste disposal procedure in conformity with appropriate legislation and regulation.
- h. Instruct students on safety procedures and regulations in the studio, including WHMIS regulations, safe usage of chemicals, equipment, glassware and SDS processes.
- i. Maintain and repair studio equipment and materials and/or initiate procedures for service repairs or replacement; calibrate equipment as necessary.
- j. Manage the clean-up of chemical spills according to established procedure.
- k. Assist faculty with the creation and revision of manuals and student studio experiments.
- l. Maintain student studio records, exams and manuals as required.
- m. Establish and monitor the open studio schedules for faculty and staff and arrange for alternate coverage as required.

3. Supervise studio student assistants.

- a. Hire student assistants in collaboration with the department. Supervise and schedule student assistants.
- b. Select, train and direct Instructional Associate-related work of student assistants.
- c. Provide formal training to new faculty, staff and student assistants.
- d. Select, monitor, assign and review work of student assistants.

4. Supervise budget related to the Studio.

- a. Monitor budget to ensure expenditures are within budget constraints.
- b. Research, order and purchase supplies and equipment in collaboration with the department.

- c. Order, receive and sign for materials, supplies, equipment, samples and chemicals required; initiate and forward requisitions and other related forms for processing and purchasing as necessary; liaise with outside agencies and suppliers, or internal departments, for procurement of materials, supplies, equipment, samples and chemicals; obtain preliminary quotes as necessary.
- d. Administer and monitor budget for payroll and work hours of student assistants.
- e. Provide input to the department's operating, capital and minor capital budget.

5. Other Related Duties:

- a. Conduct tours of the facilities as requested.
- b. Open and close studios.
- c. Assist faculty and students with installation of gallery shows and other departmental events.
- d. Attend Department meetings and contribute to program evaluation and direction
- e. Help to maintain Fine Art Department website and social media site by documenting or creating content and helping to disseminate.
- f. Work with KPU marketing, find or create images, write or proof text for promotion of the department.
- g. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Administrative Coordinator, Faculty of Arts.

SUPERVISION/DIRECTION EXERCISED:

Select, train, assign, direct, monitor, supervise and evaluate work of student assistants and students.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Set up, maintain and update studio files and filing systems, control dissemination of information, operate various studio and office equipment. Coordinate full maintenance and repair of equipment used in the studio.

FINANCIAL RESOURCES:

Verify accuracy of financial documentation, calculate and process fees and contracts. Exercise payment authority for a wide range of expenditures and certify satisfactory contract performance. Monitor studio expenditure budget. Recommend annual studio budget allocations.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Bachelor of Fine Arts or equivalent combination of education and experience.
2. Knowledge of the course content, studio equipment and supplies currently used in the program.
3. Knowledge of the techniques and safety aspects involved with areas of supervision which could include woodworking, metalworking, moldmaking, ceramics, photography, digital media, print making, painting and drawing, etc.
4. Demonstrated ability to use studios and provide demonstrations in a studio setting and develop explanations and procedures related to course content. Ability to demonstrate studio techniques.

5. A working knowledge of the operation and routine maintenance of studio equipment involved with areas of supervision which could include woodworking, metalworking, moldmaking, ceramics, photography, digital media, print making etc.
6. Studio supervision and teaching experience. Be able to demonstrate studio techniques and have practical experience in these. Proven related teaching experience is an asset.
7. Ability to develop and deliver a safety lecture and testing program for fine arts students.
8. Preference will be given to applicants with active involvement in the local art community.
9. Superior organizational and time-management skills in coordinating projects and meeting multiple overlapping deadlines.
10. Proven ability to effectively prioritize work and manage time in an administrative environment with multiple demands and frequent interruptions.
11. Proven ability to develop effective multi-person administrative procedures in a systematic, organized fashion.
12. Working knowledge of the operation of equipment and appropriate PC and Mac computer operating systems and software where required i.e. Adobe Creative Suite, Microsoft Office etc.
13. Good working knowledge of business records, inventory, ordering and receiving procedures and ability to use a computer efficiently in these tasks. Experience with inventory management is an asset.
14. Experience with supervising and creating a safe learning environment for students.
15. Demonstrated working knowledge of WHMIS and other preventative measures required for the safe operation of the studio.
16. Be well organized and energetic, with good abilities in problem solving, adaptability and interpersonal skills with people of varied backgrounds, including supervisors, instructors, staff and students.
17. Demonstrated initiative and ability to work autonomously, with minimum supervision, exercising good judgment and initiative.
18. Ability to support faculty and students in research.
19. Prior experience assisting in a 3-D or graphic arts department in a post-secondary institution.
20. Excellent working knowledge of English, both oral and written. Proven excellence in communication skills, both oral and written, exhibiting a high level of tact, professionalism and diplomacy.
21. Proven ability to comprehend, communicate and comply with established policies, practices and procedures
22. Superior interpersonal skills, with the ability to patiently and effectively deal with a diverse range of people in a respectful and professional manner.
23. Proven ability to handle confidential matters and materials with tact and discretion.
24. Proven ability to take direction and complete assigned tasks on time.
25. Proven ability to work independently under minimal supervision,
26. Proven ability to work constructively and cooperatively with a faculty team.
27. Proven ability to adapt quickly to new technologies and rapidly changing work environments.
28. Required to travel between campuses and work some evenings and weekends.