

## **JOB DESCRIPTION**

---

**Dept:** Faculty of Arts

**Working Title:** Instructional Associate, Fine Arts (195)

**Date:** August 2016

**Job Class:** 13

---

### **Kwantlen Polytechnic University**

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create an environment where all employees see themselves as contributing to student learning.

### **JOB OVERVIEW: INSTRUCTIONAL ASSOCIATE, FINE ARTS**

The Fine Arts department at Kwantlen Polytechnic University seeks highly motivated and organized individuals for two regular part-time (25 hours/week) Fine Arts Instructional Associate positions to provide studio and lab support for two separate portfolios:

- (1) Painting, Drawing & Print Media
- (2) Photography and Digital Media

Qualified candidates will have experience and knowledge of the techniques and safety aspects involved in the 2D area including (1) Painting, Drawing & Print Media and/or (2) Photography and Digital Media.

Prior experience assisting students and instructors in a 2D department at a post-secondary institution is required and preference will be given to applicants with active involvement in the local art community. Duties include assisting students in the various labs, familiarity with techniques, organizing materials, and general troubleshooting in an art department.

### **EDUCATION AND EXPERIENCE**

Qualified candidates will have completed a Bachelor of Fine Arts from a publicly accredited post-secondary institution (preferred) or equivalent combination of education with experience.

### **QUALIFICATIONS**

- Knowledge of the course content, studio equipment and supplies currently used in the program.
- Knowledge of the techniques and safety aspects involved with areas of supervision which could include photography, digital media, print making, painting and drawing, etc.

- 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.
- A working knowledge of the operation and routine maintenance of studio equipment involved with areas of supervision which could include painting, drawing, photography, digital media, print making, etc.
- Studio supervision and teaching experience. Be able to demonstrate studio techniques and have practical experience in these. Proven related teaching experience is an asset.
- Ability to develop and deliver a safety lecture and testing program for fine arts students.
- Preference will be given to applicants with active involvement in the local art community.
- Superior organizational and time-management skills in coordinating projects and meeting multiple overlapping deadlines.
- Proven ability to effectively prioritize work and manage time in an administrative environment with multiple demands and frequent interruptions.
- Proven ability to develop effective multi-person administrative procedures in a systematic, organized fashion.
- 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.
- 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.
- Experience with supervising and creating a safe learning environment for students.
- Demonstrated working knowledge of WHMIS and other preventative measures required for the safe operation of the studio.
- 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.
- Demonstrated initiative and ability to work autonomously, with minimum supervision, exercising good judgment and initiative.
- Ability to support faculty and students in research.
- Prior experience assisting in a 2D or graphic arts department in a post-secondary institution.
- 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.
- Proven ability to comprehend, communicate and comply with established policies, practices and procedures
- Superior interpersonal skills, with the ability to patiently and effectively deal with a diverse range of people in a respectful and professional manner.
- Proven ability to handle confidential matters and materials with tact and discretion.
- Proven ability to take direction and complete assigned tasks on time.
- Proven ability to work independently under minimal supervision.
- Proven ability to work constructively and cooperatively with a faculty team.
- Proven ability to adapt quickly to new technologies and rapidly changing work environments.
- Required to travel between campuses and work some evenings and weekends.

Starting wage for this position is \$29.59/hour.

## **Note to Applicants**

The University welcomes and encourages applications from women, visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. If you require an accommodation through our hiring process, please include your request in the application email.