

## **LABORATORY TECHNICIAN – FINE & PERFORMING ARTS**

### **BASIC FUNCTION**

Sets up materials/equipment for instructors and makes minor repairs and modifications as needed; organizes and maintains stockrooms and communicates stock and supply needs; receives, stores, and inventories lab/studio supplies and equipment; collects, stores, and properly coordinates the disposal of materials and waste used by Fine & Performing Arts (FPA) staff, faculty, and students; and maintains accurate records of open accounts and budget information.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide work or lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of an FPA instructional laboratory. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Monitors utilization of supplies via periodic inventory reviews to ensure that laboratory/FPA studio spaces are well-stocked; requisitions and receives instructional supplies and equipment; researches products, calculates costs from sources such as quotations and price lists, and procures supplies and equipment; monitors and controls expenditures to assure payments are current and reports discrepancies as necessary; compiles and prepares budget data based on revenue and expense estimates; and submits justifications for budget items and requested increases.
2. Participates with faculty in the planning, preparation, implementation, and cleanup of instructional materials and exercises in laboratory and FPA studio spaces.
3. Works with faculty and management, as appropriate, to recommend solutions to problems that may arise and prepares special instructions for non-routine and complex assignments.
4. Sets up, operates, adapts, tests, and maintains newly purchased and existing equipment; receives and verifies shipment content; interfaces with computer systems; and prepares, tests, adjusts, and performs routine maintenance, including calibration on a variety of electronic and Art and Music related equipment.
5. Provides proper maintenance, including identifying defects to ensure optimal operation of equipment; changes or replaces filters and performs simple repairs as needed; assures regularly scheduled and needed maintenance is completed, including ordering of replacement parts through authorized vendors.
6. Uses computers and computer-interfaced equipment in support of the Art and Music programs.
7. Generates spreadsheets and various forms; and maintains accurate computerized files and reports.
8. May assist with updating lab manuals and graphically generated and interactive tutorials and other pertinent educational documents for laboratory teaching using various software applications.
9. Collects, monitors, controls, labels, keeps detailed logs, stores, and arranges for safe disposal of waste generated by these laboratories.
10. Develops, implements, and maintains laboratory safety protocols to comply with federal, state, and

local regulations and District environmental health and safety requirements; and establishes and enforces laboratory safety procedures, including the routine inspection and/or testing of safety equipment and supplies, and protocols for responding to laboratory emergencies such as spills of hazardous materials and injuries.

11. Participates in laboratory training seminars to maintain current on technical developments.
12. Organizes, cleans, and maintains electronics, technical arts equipment, and related field laboratories and stockroom areas.
13. Schedules student assistants, orients them to the workplace, and leads and monitors their work.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Participates in District-provided in-service training programs.
16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

**The following is a sample of discipline specific assignments:**

**Dance/Theater**

1. Maintains specialized supplies and equipment unique to this discipline.
2. Provides support for technical issues involving the theater digital display or related issues.
3. Maintains records of materials distributed/used for Scene Shop, as well as scripts, materials, and orchestra equipment used for plays and shows.

**Music**

1. Maintains specialized supplies and equipment unique to this discipline.
2. Facilitates instrument usage and inventory of composition documents.
3. Ensures proper operation of needed sound software and support of faculty for sound lab equipment; serves as point of contact with Technology Support Services to troubleshoot faculty issues with equipment.

**Art and Gallery**

1. Maintains specialized equipment and supplies unique to the art discipline.
2. Ensures availability and proper inventory of clay, glazes, painting chemicals, wood, and metal for art student hands-on assignments and demonstrations.
3. Supports the gallery by helping maintain an art collection inventory.
4. Repairs simple mechanical issues with sculpture equipment, painting easels, and/or equipment used in the creation or finishing of art projects.

**QUALIFICATIONS**

**Knowledge of:**

1. Inventory techniques and routine recordkeeping procedures.
2. Methods, techniques, and procedures used in a college fine and performing arts department laboratory/studio program.
3. Laboratory/studio equipment, materials, supplies, and laboratory/studio procedures, practices, techniques, and terminology used in art, music theatre, and dance programs.
4. Tools, materials, and equipment used in the repair, calibration, and maintenance of laboratory/studio equipment and instrumentation unique to the arts.
5. Principles, practices, and environmental health and safety regulations impacting laboratory/studio operations.

**Ability to:**

1. Learn and apply principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous materials.
2. Perform budget and revenue control methods used in the District and assist in budget preparation activities.
3. Generate and maintain accurate computerized records, databases, reports, and files.
4. Safely use hand and power tools in the maintenance of laboratory/studio equipment and systems.
5. Learn and comply with all safety practices applicable to laboratory/studio operations.
6. Set up lab equipment and materials used in exercises.
7. Safely handle, store, and dispose of hazardous materials.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

Completion of two (2) years of coursework in an arts program or related field and two (2) years of experience in a public institution or private company that demonstrates the skill sets required to support the technical side of arts programs or related field involving laboratory demonstrations; or an equivalent combination of education, training, and/or experience.

**LICENSES/CERTIFICATIONS REQUIRED:**

None.

**PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in a classroom/laboratory setting with moderate noise levels, controlled temperature conditions, and may have exposure to hazardous chemicals or machines. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.