

**DATE: JUNE 2023**  
**FLSA: NON-EXEMPT**  
**SALARY: K**  
**CBA: CLASSIFIED BARGAINING UNIT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**LABORATORY TECHNICIAN – FINE & PERFORMING ARTS**

**BASIC FUNCTION:** Under the supervision of the area dean, 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.

**PROVIDES WORK OR LEAD DIRECTION TO:** Work Study student(s). Assists in the orientation and training of laboratory/studio support staff.

**REPRESENTATIVE DUTIES:**

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; and 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 and implementation and cleanup of instructional materials & 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, and 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. Participates in laboratory training seminars in order to maintain current on technical developments

11. Organizes, cleans, and maintains electronics, technical arts equipment, and related-field laboratories and stockroom areas.
12. Schedules student assistants; orients them to the workplace; and leads and monitors their work.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

**Following are a sample of discipline specific assignments:**

**Dance/Theater**

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

**Music**

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

**Art and Gallery**

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

**QUALIFICATIONS**

**Knowledge Of:**

1. Inventory techniques and routine record keeping 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. To promote and maintain effective working relationships with those contacted in the course of work; work independently in carrying out assignments of position.

**Education and Experience:** Completion of two years at an accredited college or university in an arts program or related field and two 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 laboratory demonstrations.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, faculty, administrators, vendors, repair staff, and students.

**WORKING CONDITIONS:** Arts laboratory/studio and office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.