

Draft Classification Standards – Rev 11/15/2024

Instructional Support Technician – Art

Class Title	Class Code	Issue Date	FLSA
<i>Instructional Support Technician I – Art</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician II – Art</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician III – Art</i>	XXXX	XXXX	<i>Non-Exempt</i>

OVERVIEW:

Positions classified within the Instructional Support Technician – Art classification series are responsible for providing a range of laboratory and instructional support functions to faculty and students within the arts disciplines. Incumbents support classroom and studio instruction by developing and implementing studio/technical exercises; procuring equipment and supplies; scheduling; maintaining, configuring, and repairing studio/technical equipment; providing instruction and assistance to students; and performing operations specific to the arts disciplines. Incumbents develop and implement productions, exhibits, and galleries and provide work across related art disciplines. Incumbents ensure compliance in art spaces with all relevant federal and state standards and university policies.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

- **Technology and Equipment Support:** Provides technical support and assistance to faculty, staff, and students in the use of arts-related materials and equipment for teaching and research purposes. Sets up and troubleshoots art production equipment, ensuring that it is working properly and meets safety standards. Stays updated on the latest advancements in production equipment and technology and provides recommendations for equipment upgrades or replacement.
- **Art Resources/Maintenance:** Maintains, services, and repairs (or schedules repairs for) art equipment, tools, and supplies. Oversees the maintenance/repair of studio and gallery spaces and ensures the proper functioning of lighting, sound and staging for exhibits. Responsible for ensuring department and instructional spaces are orderly, safe, and well-prepared for students' use.
- **Instructional Support:** Collaborates with faculty to prepare and organize materials, supplies, and other physical assets, ensuring they are ready for research, exhibition, scholarly, and instructional purposes. Collaborates with faculty to develop and implement instructional strategies. Develops and implements studio exercises. Prepares equipment and materials, including instructional materials and artistic designs. Provides subject matter specific instruction and advice to students. Oversees and assigns work to students and student employees (e.g., Accompanists).
- **Compliance:** Enforces and monitors compliance with safety regulations, including ensuring appropriate testing and certification for use of specialized tools and equipment (e.g., welding). Maintains required documentation for department assets. Complies with regulations for proper disposal of hazardous materials.

- **Administration:** Coordinates with other departments and units. Schedules instructional spaces and equipment, acting as a point of contact for students needing access to materials and workspaces. Implements procedures and practices to ensure student and workspace security and safety. Maintains organization of instructional spaces inclusive of all equipment and materials.
- **Training:** Conducts training sessions and workshops for faculty, staff, and students on the proper use and maintenance of studio and discipline-specific equipment. In collaboration with faculty, tests and trains students in the safe operation of power tools and equipment. Provides demonstrations of studio exercises.
- **Supply Management and Procurement:** Procures or assists in the procurement process for materials, supplies, and equipment required for art productions, exhibits, instruction, and research. Ensures appropriate storage of all related equipment and materials. Maintains inventory records of art/instructional equipment, supplies, and materials. Manages or supports budgets related to supply requisition.

DISTINGUISHING CHARACTERISTICS:

The Instructional Support Technician – Art is distinguished from other art-related classifications such as the Accompanist, Piano Technician, Media Production Specialist, and Visual Resources series in that Instructional Support roles provide broad faculty and student support which includes materials/equipment acquisition or development; safe and effective operation of equipment and facilities; and administration and scheduling of equipment, tools, and instructional and creative spaces. For positions that focus on performing arts, refer to the Performing Arts Technician classification.

INSTRUCTIONAL SUPPORT TECHNICIAN I – ART

Under general supervision, provides materials, supplies, equipment, and instruction support. Utilizes knowledge of classroom methods, procedures, and practices as well as knowledge of relevant arts methods and practices to perform equipment and materials setup and maintenance tasks following established procedures. Work is reviewed for understanding of concepts and adherence to policies and procedures.

Work assignments typically include some or all of the following:

- ◆ Collaborates with faculty to support classroom management and instruction and assist in the development of studio exercises and accompanying activities.
- ◆ Responsible for maintaining studio spaces.
- ◆ Coordinates and provides audio visual and technology support such as lighting and sound.
- ◆ Issues, stores, orders, and inventories materials, supplies, and equipment.
- ◆ Schedules the use of spaces, studios, and related instructional resources.
- ◆ Operates and provides faculty and students with assistance in use of relevant art equipment and materials.
- ◆ Conducts routine maintenance on laboratory and studio equipment.
- ◆ Provides support services for classroom management and instruction such as maintaining record systems for checking out equipment and maintaining files and records.
- ◆ Monitors compliance of university safety policies and procedures within assigned studio or area of responsibility.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ◆ General knowledge of studio methods and instructional support services including university safety protocols.
- ◆ General knowledge of the relevant arts curriculum necessary for assigned studio/instruction.
- ◆ Proficiency in standard office equipment as well as computer skills to include use of word processing programs and related software packages.
- ◆ Strong attention to detail and accuracy in record-keeping.
- ◆ Organizational and time management skills to organize and prioritize work.
- Ability to work independently and as part of a team and exercise tact and courtesy with diverse stakeholders.
- ◆ Ability to evaluate materials and supplies to meet instructional needs.
- ◆ Ability to adjust and make minor repairs to equipment and tools.
- ◆ Ability to operate studio and/or technical equipment.
- ◆ Good written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes two years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

INSTRUCTIONAL SUPPORT TECHNICIAN II – ART

Under general supervision, performs duties in a wide range of procedures. Work is reviewed for soundness of technical judgment. Applies thorough knowledge and understanding of studio methods and practices. Responsible for providing technical support for the arts disciplines' studios equipment, and affiliated resources. May be involved in oversight and maintenance for one of the smaller studios, instructional facilities, or related assets.

In addition to duties performed by the Instructional Support Technician I – Art, the Instructional Support Technician II – Art typically performs the following duties:

- ◆ Works with faculty to design and implement studio exercises, including providing teaching support when necessary.
- ◆ Demonstrates correct techniques for students in a variety of specialized mediums.
- ◆ Works with faculty to program and design productions, inclusive of lighting, sound, set design, and music.
- ◆ Provides instructional and safety training to students and student employees, including training on how to safely utilize equipment and tools.
- ◆ Provides guidance to student employees and students for instructional exercises.
- ◆ Oversees the maintenance of instructional and studio equipment. Conducts minor repairs on equipment, tools and audio-visual systems.

- ◆ Provides resolution to problems that require judgment within defined practices/procedures to determine appropriate action.
- ◆ Sources and orders required materials for instructional/studio creations ensuring suitability of materials to meet specific requirements.
- ◆ Develops and maintains a system for inventory to ensure appropriate quantities are available without excess inventory. May maintain associated financial records.

MINIMUM QUALIFICATIONS:

In addition to Instructional Support Technician I – Art knowledge and skill requirements, work assignments typically require:

- ◆ Working knowledge and understanding of studio methods and instructional support services.
- ◆ Working knowledge of the relevant arts curriculum necessary for that lab/instruction. Inclusive of the ability to conduct any required studio demonstrations.
- ◆ Strong organizational and time management skills to organize and prioritize work.
- ◆ Strong written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.
- ◆ Ability to provide detailed technical instruction to diverse audiences.
- ◆ Ability to adjust and make repairs to studio equipment and/or highly technical studio equipment.
- ◆ Knowledge of relevant safety procedures and protocols relevant to discipline.
- ◆ Mathematical ability to perform all calculations relevant and required by the position.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes three years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

INSTRUCTIONAL SUPPORT TECHNICIAN III – ART

Working independently under general supervision, applies comprehensive knowledge of studio and instructional procedures and practices. Oversees the operations of department studios, creative spaces, instructional facilities, or related assets. Responsibilities often span multiple curriculums and require extensive knowledge. Explains practices, procedures, and policies. Often provides guidance and coaching to others.

In addition to duties performed by the Instructional Support Technician II – Art, the Instructional Support Technician III – Art typically performs the following duties:

- ◆ Works independently and directly with vendors, departments, and procurement services to ensure required materials are available and ready for use. Plans and develops systems for acquisition and dispensing of materials. Develops specifications for new equipment. Researches resources and vendors to purchase unique materials or equipment.

- ◆ Responsible for the oversight, maintenance, and set up of exhibits, galleries, and studio workspaces.
- ◆ Oversees and ensures the appropriate maintenance and operational readiness of instructional and studio equipment and tools. Maintains, repairs, upgrades or replaces equipment. Coordinates, plans, and schedules services provided by others such as supporting systems repair.
- ◆ Diagnoses and repairs specialized studio equipment and tools.
- ◆ Works with faculty and students to develop new instructional offerings and/or highly complex studio or exhibit experiences.
- ◆ Provides direction and training to staff and student employees including other instructional support technicians and related staff. May lead the hiring of student employees and volunteers for area of responsibility.
- ◆ Guides faculty, staff, and students on unique safety protocols and concerns as well as ensures compliance. Maintains and updates discipline-specific safety manuals and procedures.
- ◆ Performs all functions related to studio oversight.

MINIMUM QUALIFICATIONS:

In addition to Instructional Support Technician II – Art knowledge and skill requirements, work assignments typically require:

- ◆ Thorough and advanced knowledge and understanding of relevant art discipline methods, procedures, and policies as well as support services.
- ◆ Thorough and advanced knowledge of relevant studio and instructional equipment, including the ability to instruct others on its uses and perform routine and complex repairs.
- ◆ Thorough and advanced knowledge of relevant art discipline practices and methods.
- ◆ Thorough knowledge of university safety policies and procedures.
- ◆ Advanced organizational and time management skills.
- ◆ Advanced communication and interpersonal skills.
- ◆ Thorough knowledge of relevant safety procedures and protocols.
- ◆ Skill in mentoring, training, or overseeing the work of other staff.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes four years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.