



	SALARY	ISSUED: 09/08
TITLE: <u>Sculpture and 3D Studio Supervisor</u>	SCHEDULE: <u>Staff</u>	P CLASS
	SALARY	CODE: SA562
UNION: <u>Staff Association</u>	GRADE: <u>11</u>	EEO
		CODE: 50
		JOB
	FLSA: <u>Non Exempt</u>	E-Class: <u>SA</u>

Position Purpose

Provide a safe working environment for students and faculty working in sculpture and 3D studios and facilities and assist students with assigned projects.

Essential Job Functions

Assist faculty in maintaining a safe educational environment in compliance with pertinent federal and state regulations as well as university policies and national art studio standards. Perform equipment maintenance, including the regular stocking and replacement of consumable bits, blades, parts, abrasives and other necessary materials for the safe operation of equipment. Monitor student activities, demonstrate proper use of equipment, maintain and distribute personal safety equipment and respond to student questions and concerns. Provide secondary support for 3-Dimensional art faculty including sculpture, ceramics and metalsmithing

Supervise 3-6 sculpture student assistants in the maintenance of facilities and handling of hazardous materials. Make work assignments, train in proper clean up procedures and evaluate work performance.

Represent the department in the university’s Hot Work Permit program (sculpture, ceramics and metalsmithing). Inspect, maintain, and repair equipment and make recommendations regarding compliance.

Assist in the handling of hazardous and dangerous materials. Coordinate the delivery and supply of compressed gas cylinders for the department, coordinate ordering and receiving of sculpting materials, and serve as liaison with vendors, faculty and students.

Perform related duties as assigned.

Additional Comments

This classification is designed to oversee the safe maintenance of facilities and proper operation of equipment in the sculpture and 3D art facilities. Specialized knowledge of a variety of tools, machinery and hazardous materials is needed to operate, maintain and instruct students on the safe use of equipment. This includes the safe and appropriate use of woodworking, stone-working, and metalworking (casting and welding) equipment as well as lifting and rigging equipment.. Incumbents have some latitude in determining which procedure or technique to follow. Work activities require incumbents to use moderate physical effort consistent with frequent use of moderately heavy construction materials. The position incumbent supervises a small group of student assistants and coordinates activities of central WSU Shipping and Receiving with outside vendors.

This classification is typically found in the College of Fine, Performing and Communication Arts and reports to and receives work direction from an academic professional position.

Minimum Qualifications

High school graduate with additional coursework in Fine Arts field or equivalent combination of education and/or appropriate experience. Bachelor's Degree in Fine Arts preferred.

Some supervisory experience preferred

Ability to communicate effectively with others.

Ability to maintain and safely operate the type of equipment typically used in sculpture and 3D studios.

Knowledge of pertinent health and safety regulations.

Some knowledge of shipping and receiving practices.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.