UNIVERSITY OF SOUTHERN CALIFORNIA
Arts Laboratory Technician II
Job Code: 169011

Grade: G
OT Eligible: Yes
Comp Approval: 4/16/1999

JOB SUMMARY:
Provides specialized studio/laboratory/facility technical services for a school or department. Assists faculty, students, and staff of performing or visual arts in the design and use of equipment and facilities. Prepares and maintains studio facilities, equipment, and materials for instructional purposes. May lead other laboratory technicians in their work assignments.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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--- Provides specialized studio/laboratory/facility technical services to faculty, students, and staff of performing or visual arts. Operates one or more studio/laboratory/facilities. Maintains facility in orderly, operable condition and ensures overall security and safety.

--- Designs, fabricates, constructs and adapts equipment and materials to meet specific needs of studio. Operates and maintains equipment and systems. troubleshoots equipment problems and performs standard repairs.

--- Assists with implementation of studio/laboratory/facility procedures and policies. Ensures compliance with health and safety standards.

--- Schedules and oversees setups of studio/laboratory/facility for a performing or visual arts school or department. Ensures operational procedures are in place and followed. Gives direction, assistance, and work guidance to staff and student workers.

--- Assists in budget preparation by gathering historical data for a specific budget category, such as materials, supplies and equipment. Tracks and monitors assigned budget expenditures and reports on variances.

--- Organizes and maintains supplies. Monitors inventory levels, maintains records of supplies and equipment, and prepares purchase orders as needed. Provides advice on equipment upgrades and acquisitions.

--- Liaises with staff from other studios/laboratories to assist with the preparation, setup, and maintenance of specialized materials and equipment.

--- May act as a lead to other laboratory technicians. Provides direction to other studio/laboratory assistants. Assists in training and scheduling work assignments. Monitors work and provides performance feedback.

--- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
  Bachelor’s Degree
  Combined experience/education as substitute for minimum education

Minimum Experience:
  2 Years

Minimum Field of Expertise:
  Specialized, responsible experience and training in applicable performing or visual arts.

Preferred Education:
  Master's Degree

Skills: Other:
  Analysis
  Assessment/evaluation
  Communication -- written and oral skills
  Conceptualization and design
  Knowledge of applicable laws/policies/principles/etc.
  Lead/Guidance Skills
  Organization
  Planning
  Problem identification and resolution
  Scheduling

Skills: Machine:
  Calculator
  Personal Computer

Supervises: Level:
  Trains new employees and allocates and monitors work of others

Comments:
  Budget monitoring and reporting

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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