UNIVERSITY OF SOUTHERN CALIFORNIA

Arts Laboratory Specialist

Job Code: 169015

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Provides advanced or specialized studio/laboratory/facility technical expertise for a school or department. Advises and/or assists faculty, students and staff of performing or visual arts in the design and use of equipment and facilities. Guides other employees or students engaged in studio/laboratory/facility technical services and/or class projects.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides advanced or specialized studio/laboratory/facility technical expertise to support faculty, students, and staff of performing or visual arts school or department. (E)

Plans and coordinates lab exercises, lectures, and demonstrations with lecturers. Instructs students, staff, and/or lecturers in use of special equipment and facilities in studio/laboratory/classroom setting. (E)

Directs resident and/or guest technicians and artists who use facilities to ensure proper handling of technical equipment and materials. (E)

Supervises operation and maintenance of one or more studio/laboratory/facilities in a school or academic department. Provides advice on laboratory setup or design, equipment acquisition or enhancement, laboratory operation, monitoring, and maintenance. Designs, creates, fabricates, constructs and/or adapts equipment and materials to meet specific needs of studio facility. (E)

Contributes to the development and implementation of studio/laboratory/facility procedures and policies. Ensures compliance with health and safety standards of operation. (E)

Controls and monitors equipment and supplies inventory. Approves supply orders and negotiates directly with vendors as appropriate. (E)

Provides direction to other studio/laboratory assistants. Assists in training and scheduling work assignments. Monitors work and provides performance feedback. (E)

Schedules studios/facilities/classrooms to meet the needs of students and faculty. (E)

Monitors expenses for materials, supplies, repairs, maintenance, and project work. Provides budget and estimate reports. (E)

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

*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:**
- 3 Years

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

**Preferred Education:**
- Master's Degree

**Preferred Experience:**
- 5 Years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Scheduling
- Teaching/Training

**Skills: Machine:**
- Calculator
- Personal Computer

**Supervises: Level:**
- Leads one or more employees performing similar work

**Supervises: Nature of Work:**
Technical

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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