UNIVERSITY OF SOUTHERN CALIFORNIA

Arts Laboratory Manager

Job Code: 169019

Grade: K
OT Eligible: No
Comp Approval: 4/16/1999

JOB SUMMARY:

Directs the staff and oversees the operation and maintenance of one or more studios/laboratories/facilities for a performing or visual arts school or department. Has direct responsibility for policy and procedure development, budget, procurement, construction, and installation. Provides advanced or specialized studio/laboratory technical expertise to faculty, staff, and graduate or undergraduate students in the design and use of equipment, facilities, and materials.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Designs, plans and oversees the operation and maintenance of one or more studios/laboratories/facilities for a performing or visual arts school or department. Provides advice on studio/laboratory setup and system design, and equipment acquisition and installation.

______ ______ Oversees repairs, maintenance, and modifications of specialized and state of the art equipment. Resolves malfunctions in complex, specialized, and state of the art equipment.

______ ______ Determines studio/laboratory/facility staffing requirements based on operation and scheduling of technical facilities. Supervises the work of staff and/or student workers assisting in operation, maintenance, repairs, installation, and modifications of specialized equipment and facilities.

______ ______ Develops and implements operating policies and procedures. Ensures compliance with security and safety standards.

______ ______ Provides technical advice and recommends purchase of equipment and accessories. Controls equipment and supplies inventory. Negotiates prices and orders for equipment and supplies for facilities. Maintains vendor contacts and backup purchase documentation files for reference and reporting, as needed.

______ ______ Consults on equipment requirements and capabilities and coordinates work with professional staff and faculty.

______ ______ Investigates new areas of research and development, new technologies, and recommends changes in procedures, policies or equipment.

______ ______ Oversees budget(s) for operation and maintenance of studios/laboratories/facilities and equipment. Authorizes expenditures and monitors account status to ensure compliance with fiscal guidelines and regulations. Directs ongoing purchasing activities including authorization of one-time major purchases. Prepares and/or directs the preparation of financial reports as required.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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
□ Yes 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:

7 Years

Minimum Field of Expertise:

Specialized, progressively responsible experience in applicable performing or visual arts. Expert knowledge of field. Ability to manage.

Preferred Education:

Master's Degree

Preferred Experience:

10 Years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Scheduling
Staff development
Teaching/Training

**Skills:**

**Machine:**
- Calculator
- Personal Computer

**Supervises:**

**Level:**
- Supervises employees and student workers

**Supervises: Nature of Work:**
- Administrative
- 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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