

PHOTOGRAPHY/ART LABORATORY TECHNICIAN

DEFINITION

Performs technical and clerical duties in a self-paced, open Photography/Art Laboratory. Assists students on independent projects, performs minor repairs on equipment and maintains laboratory inventory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Oversees a self-paced, open lab.

Prepares materials for lab class.

Demonstrates proper and safe use of equipment, chemicals, and materials for students and staff.

Confers with and advises photography faculty on equipment and supply requirements for proposed curricula.

Assists photography students in completing independent projects and assists students in producing work that is technically correct.

Coordinates student flow and maintains a clean, orderly, and safe lab environment.

Maintains, calibrates, and repairs a wide variety of photographic film and print processing equipment.

Performs routine maintenance and minor repair on all laboratory equipment and facilities as needed. Coordinates off-campus repairs of photographic equipment.

Conducts inventory of equipment, parts, chemicals and supplies; maintains orderly storage system in supply rooms; oversees the issuance and collection of chemicals and equipment for mechanical integrity; ensures safety and security of equipment during working hours.

Researches, evaluates, and recommends equipment and supplies needed for lab; maintains updated vendor files; coordinates lab purchases.

Maintains records related to photography facility, equipment, and supplies.

Oversees the work and records of student workers in the lab.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

The principles, terminology, and methodology of black and white and color photography, and of methods, problems, and techniques in various photographic processes.

A wide variety of photographic processes, including color, and alternative or non-silver processes.

A wide variety of photographic accessories, films, and related electrical and electronic equipment and its operation, maintenance and repair.

Flash and quartz studio lighting equipment techniques.

General operating, safety rules, and procedures for working with hazardous chemicals and high voltage electrical equipment applicable to a photographic lab.

Basic purchasing procedures and computer skills.

The duties and responsibilities of a lab technician and photographer with a visual art background.

Working with community college students.

Ability to:

Use equipment safely and instruct others in the safe use of equipment.

To make technical repairs and adjustments on darkroom equipment.

To effectively assist students with projects and equipment.

Produce professional quality color and black and white photography.

Maintain inventory controls, estimate costs and keep accurate records.

Organize work flow and direct the work of others.

Communicate effectively, both verbally and in writing.

Establish and maintain cooperative working relationships with instructors, students, vendors, and others while performing assigned duties.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree or equivalent from an accredited college or university in the subject area of assignment.

EMPLOYMENT STANDARDS (continued)

One year experience assisting students or teaching the subject area of assignment to adults, either at the community college or adult education level.

One year of experience working in the area assigned.

Desirable Requirements:

Bachelor's degree from an accredited college or university in the area assigned.

Special Requirements:

This position requires working with hazardous chemicals and high voltage electrical equipment.