

CERAMIC/ART LABORATORY TECHNICIAN

DEFINITION

Orders, receives, stores, processes, and issues art and ceramic supplies, materials, and equipment and prepares materials for laboratory and demonstration purposes, and maintains and coordinates the use of kilns.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by an administrative staff position.

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

EXAMPLES OF DUTIES

Receives, inspects and stores equipment and supplies used by ceramic students in class and laboratory work.

Issues equipment and materials to students as authorized and prepares supplies and equipment needed for laboratory sessions.

Performs simple maintenance and repair operations, particularly in the area of ceramic kilns use and photography laboratory.

Keeps records and maintains inventories of equipment and supplies.

Assists in the general supervision of the art laboratories.

Prepares glazes and clays.

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

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Principles, equipment and supplies used in a ceramic laboratory.

Maintenance and operation practices of a ceramics stockroom and stockroom recordkeeping principles.

Safe operation of kilns.

Ability to:

Understand and carry out oral and written instructions.

Understand mechanical and operational functions of, make minor repairs to, and use ceramics laboratory equipment and apparatus, including kilns.

Establish and maintain effective working relationships.

EMPLOYMENT STANDARDS

Minimum Qualifications:

One year of experience in handling and accounting for ceramics laboratory supplies and materials.

Desirable:

Specialized courses in photography, ceramics, and crafts.