

A A Studio Manager
University of San Francisco

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Posted Feb. 14, 2020, removed May 22, 2020

Job Title	A A Studio Manager
Department	
Institution	University of San Francisco San Francisco, California
Date Posted	Feb. 14, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater
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Job Description	

A A Studio Manager

University of San Francisco

R0002365

USF Hilltop Campus

Job Title:

A + A Studio Manager

Job Summary:

Under the general supervision of the Associate Dean for Arts and Humanities and the Art +

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Architecture Department Chair, the Studio Manager works with faculty, staff, and students, supporting Art, Design and Architecture classes as needed, and ensures that studio classrooms, equipment, and materials are adequate and used properly and safely.

Full Job Description:

Job Responsibilities:

* Facility Management & Safety, including:

- * acquisition, operation, maintenance and repair of studio equipment, tools, chemicals and materials for a wide range of courses in a variety of media
- * keeping abreast of OSHA standards for workspace, equipment, and materials communicating them to faculty, staff, and students keeping department in compliance with safety policies established by other university offices
- * managing student employees who work in the Art + Architecture facilities, to include recruiting, hiring, training, and scheduling
- * organizing end of semester student clean up

* Teaching and Mentoring Students, including:

- * delivering shop safety courses, workshops, and rules/guidelines as needed for students, faculty, and staff in the safe and proper use of studio areas and equipment
- * supporting departmental exhibitions including senior thesis projects and exhibitions
- * providing demonstrations as needed in studio courses

* Administrative tasks, including:

- * purchasing supplies and equipment
- * managing expense budget
- * managing weekly gallery schedule and open studio schedules

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- * Strong communication and interpersonal skills to:
- * Maintain and foster communication with faculty, staff and students regarding university, department, and classroom policies.
- * Collaborate with directors and managers in affiliated areas as needed
- * May perform other duties as determined by the Dean of Arts and Sciences or the Associate Dean for Arts and Humanities.

Minimum Requirements:

- * MFA degree; -OR- BA degree plus three years of experience working in hands-on studio or production role and teaching experience; -OR- equivalent experience appropriate for university-level art, design and architecture studios and fabrication shop facilities.
- * Record of working cooperatively, exhibiting independent judgment and the ability to meet responsibilities and complete tasks with minimum supervision. Ability to prioritize multiple tasks, troubleshoot and solve problems, and provide high quality support to faculty, staff, students, and academic programs.
- * Must be well-organized, flexible, and able to work in diverse situations under demanding deadlines. Able to work efficiently and calmly under pressure.
- * Ability to manage and supervise student employees, including setting deadlines and milestones, overseeing progress, and providing guidance and feedback.
- * Strong interpersonal skills, including the ability to communicate well verbally and in writing, and to work effectively with faculty, students, staff, and others with tact, discretion, and courtesy.
- * Periodic night and weekend work is required.
- * Requires occasional strenuous physical work; heavy lifting, pushing, or pulling required of objects over 75 pounds.
- * California state driver's license required to occasionally transport materials
- * Demonstrated knowledge in some, if not all, of the following areas: wood technology machinery/fabrication, painting/drawing techniques, intaglio printmaking, digital and analogue techniques, clay sculpture/modeling/kiln, mold making and casting techniques, laser cutter/CNC, material handling and OSHA standards.

Addendum:

Materials managed by the Studio Manager include (but are not limited to) ammonia, acrylic polymer gel, acrylic stains & paints, acetone, alginate, portland cement, concrete, cyanoacrylate, ferric chloride,

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lime, lead, lubricants, latex, lacquer, turpentine, microcrystalline wax glue, oil based stains & paints, polyurethane, plaster, epoxy resin, spray enamel, spray fixative, other chemicals & materials as needed.

Equipment managed by the Studio Manager includes (but is not limited to), electric ceramic kilns, electric pottery wheels, SawStop 10 table saw, 17 bandsaw, 20 floor model drill press, tabletop CNC machine, 12 sliding compound miter saw, 7 circular saw, pneumatic nail gun and pin nail gun, pneumatic die grinder and cut off, air compressor, oscillating sander, disk and belt sanding station, reciprocating saws for metal and wood, impact drivers, cordless drills, variable speed scroll saw, shop vacuums, blower dust collector, various hand tools, saws, knives, etc.

To Apply:

Please submit the following:

- * Cover letter
- * CV
- * Portfolio of relevant work samples which may include professional project work, art pieces, student work, or other (as a PDF of no more than 20 pages or a URL of a web portfolio)
- * Names and contact information for 3 references

Applications will be accepted until the position is filled, with priority given to those received before November 8.

Full-Time/Part-Time:

Full time

Pay Rate:

Salary

To apply, visit [[url=https://apptrkr.com/1822966](https://apptrkr.com/1822966)]https://usfca.wd5.myworkdayjobs.com/en-US/USF_Staff/job/USF-Hilltop-Campus/A---A-Studio-Manager_R0002365.

The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here.



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For more information, visit <http://www.usfca.edu>.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of San Francisco

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