

Moore College of Art & Design
Job Posting

Status: Non-Exempt, FT 12-months 40 hours per week, 9am – 5pm or equivalent

Position: 3D Technician

Reports to: Studio Technician Manager

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Benefits: Moore College of Art & Design offers a time off package consisting of 31 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: Maintains 3D classrooms, facilities and equipment – Welding, Ceramics, Fab Lab/CNC Lab and Woodshop. Responsible for ordering and inventory, Health and Safety signage and equipment repair. Provides Demos and enforces safety for students and faculty.

Requirements:

- Bachelor's degree or combination of education and experience in Sculpture
- Basic shop skills and safety awareness
- Knowledge of 3-D processes and materials including Welding, Ceramics, Woodshop; preferred digital fabrication experience
- Strong communication skills
- Ability to work with a diverse group of people
- Ability to prioritize tasks and work effectively
- Ability to function as part of a team and work independently
- Must be able to lift 50 lbs
- Working knowledge of Microsoft Word, Excel, Outlook

Responsibilities:

1. Maintains equipment and tools in Ceramics, Fab Lab, Welding, Woodshop and 3D classrooms. – including repairs to machines and kilns.
2. Maintains inventory and re-sale for 3D areas including ordering supplies, faculty class requests, and re-sale price lists for business office.
3. Order supplies for 3D classes in Foundations and the Grad department.
4. Place work-orders with Director of Operations for facility/building repairs.
5. Monitors and tracks student use for small equipment/tools through a checkout system.
6. Schedule deliveries with Director of Operations. Meet all deliveries for department materials, checking delivery information, unloading, moving and storing shipments of clay, chemicals, steel, gas, wood and all other 3D materials/equipment.
7. Monitor gas cylinder gauges/ratios and maintain inventory and properly storing full and spent tanks.
8. File and log incident/accident reports with Director of Operations.
9. Follow chemical disposal policies and schedule pick-ups with Director of Operations.

10. Prepares Welding, Fab Lab, Ceramics, Woodshop, and Sculpture Room, Plaster Room, and Construction room prior to the start of fall and spring classes and before summer YAW/SADI classes.
11. Manages 3D and 2D, Junior and Senior studio spaces and classrooms, including set up of spaces in August, posting safety and studio use signage, regular monitoring of safety compliance and oversees end of the year studio clean-out.
12. Provides demos and workshops for classes in the woodshop. Additionally training students one-on-one, if they are interested in any studio under the purview of 3D tech.
13. Maintains department pedestals, model stands and vitrines.
14. Prepare drawing rooms each semester for final critiques.
15. Trains and supervises student monitors working in Ceramics, Welding, Fab Lab/CNC Lab and Woodshop.
16. Assist department with the collection and delivery of student work for student exhibitions. Work with Gallery to facilitate pick-up and/or storage of student work after exhibitions.

Physical Demands/Working Conditions:

Heavy lifting/ability to lift 50 lbs

Studio setting in the department's workshop facilities, which consist of:

Welding, Small Metals, Ceramics, Plaster, Woodshop, 3D Tool Cribs, Fine Art 2D and 3D Junior and Senior studios and all 3D classrooms and storage areas.

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit: <http://moore.edu/about-moore/non-discrimination-504-titleix>*