

Moore College of Art & Design Job Posting

Status: Exempt, Full-Time 12-months

Position: Studio + Digital Fabrication/Studio Technician Manager

Reports to: Academic Dean

Benefits: Moore College of Art & Design offers a time off package consisting of 41 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: The Studio Manager provides leadership and oversight of technical facilities, technologies, and technicians that support the academic programs and major curricula at Moore. The Studio Manager guides and coordinates technicians (professional staff), work study students, and other personnel working in this area to ensure that all spaces maintain best safety and health practices and standards, and that all areas are well-maintained and fully function to support the mission of Academic Excellence at the College. The studio Manager is a member of the Technology Committee, Health & Safety Committee, and may work at times with other committees dedicated to the mission of the College, technical support for teaching, learning, and research, as well as strategic long-term planning.

Requirements:

- Bachelor's degree in art/design or related field and/or equivalent professional experience.
- Working knowledge of a significant number of digital processes, including CNC, 3D Printing, 3D Scanning, Laser Cutting, Laser Welding, Digital Embroidery; with experience in Electronics and Embedded Controllers, Programming (C++, Python, or Arduino C) is desirable.
- Experience maintaining and training others on digital equipment
- Ability to set-up and operate advanced digital equipment
- Experience in digital equipment maintenance and repair
- Expertise in 3D modeling, sculpting, and design equipment and software (Rhino, CAD/CAM, etc.); 2D Adobe Creative Suite (Illustrator, Photoshop, etc.); and design/programming (Arduino, Python, etc.)
- Knowledge of 3D and 2D processes, materials, tools and equipment.
- Candidates with experience working across disciplines and who can speak to these multiple constituencies are preferred. Knowledge/background necessary to serve as an in-person resource.
- Lay groundwork for the development and implementation of new technologies.
- Safety awareness and knowledge of EHRS, GHS/OSHA standards
- Strong interpersonal, oral and written communication skills
- Strong managerial skills
- Working knowledge of Microsoft Word, Excel, Outlook, CAD software (Rhino3D), CAM software (VCarve), Adobe Creative Suite (Illustrator, Photoshop)

Responsibilities:

- Act as technical consultant to faculty and train/assist and authorize faculty who wish to use the facility and/or teach in the facility.
- Supervise and coordinate professional staff and student employees in the area
- Serve as liaison with Operations and Information Technology departments.
- Advise on annual operating and capital budgets relevant to studio/technical areas.
- Research and develop written materials for instructional guides and orientation documents for students and faculty – including online training.
- Schedule and deliver training sessions for groups of students requesting access.

- Ensures that all studio/classroom rules and school regulations are followed and respected.
- Physically maintain the lab tools and equipment. This includes calibrating, cleaning, lubricating, checking, tightening, painting, refinishing, repairs and routine maintenance or sending equipment out for repair.
- Supervise 3D/2D technicians and student employees including monitoring hours worked, completion of assigned tasks and signing timesheets.
- Maintain inventory, research materials, and order faculty material requests and consumable materials.
- Deliver a Fab Lab safety orientation for all users.
- Place work-orders with Director of Operations for facility/building repairs (plumbing, electrical, etc.) and housekeeping, and security needs.
- Stay current with hardware, software and technology necessary to keep facility relevant and up to date.
- Manage re-sale items and provides updated price lists for Business Office.
- Serve on both Health & Safety and Technology Committees; participate on other committees as needed
- Assist in hiring part-time technicians, monitors and work-study students.
- Responsible for researching new equipment, facility improvements, quotes, Capital Budget requests and maintaining departmental budget.
- Schedules large deliveries with Director of Operations.
- File and log incident reports with Director of Operations.
- Make sure chemical disposal policies are implemented and schedule pick-ups with Director of Operations.
- Oversee Fine Art, 3D and 2D, Junior and Senior studio spaces and 3D 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.

Physical Demands/Working Conditions:

Heavy lifting/ability to lift 50 lbs. Studio setting in the department's workshop facilities, which consist of:

Welding, Ceramics, Plaster, Woodshop, CNC Lab, Fab Lab, 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:

Interested candidates send your resume and cover letter with salary requirements to 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. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>