

The University of Texas at San Antonio

Job Description

Job Title: Art Studio Supervisor

Code: 8350

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Art & Art History Department/College of Liberal and Fine Arts

Reports To: Department Chair

Summary

- Function: To provide supervision and management to ensure the safe operation of an art studio.
- Scope: Responsible for overseeing studio equipment and supplies and providing training and guidance to students and faculty.

Duties

- Typical:
 1. Develops, coordinates, and implements policies and procedures designed to ensure the studio is optimally aligned to support student needs, and promote efficient, safe use of the studio.
 2. Coordinates acquisition of equipment. Researches equipment needs and recommends purchases.
 3. Ensures equipment is maintained in working order. Completes minor equipment repairs and preventive maintenance. Initiates and coordinates required service calls.
 4. Ensures studio inventory is properly maintained. Purchases supplies; contacts businesses for donations; researches supply purchases and meets with vendors.
 5. Oversees safe operation of the studio equipment. Ensures students are familiar with operation of equipment, provides training to students on safety issues prior to use of equipment.
 6. Provides fabrication instruction and assistance to students. Provides guidance to students on methods and tools necessary to complete projects.
 7. Provides fabrication support to studios and Art & Art History Department, including fabrication of display items and other internal needs. .
 8. Advises students on purchasing supplies for special projects.
 9. Other duties as assigned

Education

Required	Preferred
Bachelor's degree in area of specialty from an accredited institution.	Master's degree in area of specialty from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of experience in the studio area of specialty to include experience using and maintaining tools and equipment.	Five years of similar experience.
	Experience teaching art, and overseeing art equipment usage.

Equipment

Required	Preferred
Working knowledge of studio equipment and personal computer.	N/A

Working Conditions

Usual	Special
Typical art studio environment.	N/A
Exposure to hazardous conditions and equipment typical in an art studio environment.	

Supervision

Received	Given
Direct supervision from administrator.	May directly or indirectly supervise students.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.