



#### JOB INFORMATION

Job Code:	169019
Job Title:	Arts Laboratory Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Arts Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	5 Manager

#### JOB SUMMARY

Directs the staff and oversees the operation and maintenance of one or more studios/laboratories/facilities for a performing or visual arts school or department. Has direct responsibility for policy and procedure development, budget, procurement, construction, and installation. Provides advanced or specialized studio/laboratory technical expertise to faculty, staff, and graduate or undergraduate students in the design and use of equipment, facilities, and materials.

#### JOB QUALIFICATIONS:

##### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

##### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

##### Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

##### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

##### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Specialized, progressively responsible experience in applicable performing or visual arts.
X		Expert knowledge of field.
X		Ability to manage.

##### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Designs, plans and oversees the operation and maintenance of one or more studios/laboratories/facilities for a performing or visual arts school or department. Provides advice on studio/laboratory setup and system design, and equipment acquisition and installation.				
Oversees repairs, maintenance, and modifications of specialized and state of the art equipment. Resolves malfunctions in complex, specialized, and state of the art equipment.				
Directly supervises at least two full-time subordinate staff or the equivalent. Recruits, screens, hires, orients, and trains staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees, as needed.				
Determines studio/laboratory/facility staffing requirements based on operation and scheduling of technical facilities. Supervises the work of staff and/or student workers assisting in operation, maintenance, repairs, installation, and modifications of specialized equipment and facilities.				
Develops and implements operating policies and procedures. Ensures compliance with security and safety standards.				
Provides technical advice and recommends purchase of equipment and accessories. Controls equipment and supplies inventory. Negotiates prices and orders for equipment and supplies for facilities. Maintains vendor contacts and backup purchase documentation files for reference and reporting, as needed.				
Consults on equipment requirements and capabilities and coordinates work with professional staff and faculty.				
Investigates new areas of research and development, new technologies, and recommends changes in procedures, policies or equipment.				
Oversees budget(s) for operation and maintenance of studios/laboratories/facilities and equipment. Authorizes expenditures and monitors account status to ensure compliance with fiscal guidelines and regulations. Directs ongoing purchasing activities including authorization of one-time major purchases. Prepares and/or directs the preparation of financial reports as required.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.