



JOB INFORMATION

Job Code:	169015
Job Title:	Arts Laboratory Specialist
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Arts Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides advanced or specialized studio/laboratory/facility technical expertise for a school or department. Advises and/or assists faculty, staff, and students of performing or visual arts in the design and use of equipment and facilities. Guides other employees or students engaged in studio/laboratory/facility technical services and/or class projects.

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		3 years	
	X	5 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
		Specialized, progressively responsible experience and training in applicable performing or visual arts.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides advanced or specialized studio/laboratory/facility technical expertise to support faculty, staff, and students of performing or visual arts school or department.				
Plans and coordinates lab exercises, lectures, and demonstrations with lecturers. Instructs students, staff, and/or lecturers in use of special equipment and facilities in studio/laboratory/classroom setting.				
Directs resident and/or guest technicians and artists who use facilities to ensure proper handling of technical equipment and materials.				
Supervises operation and maintenance of one or more studio/laboratory/facilities in a school or academic department. Provides advice on laboratory setup or design, equipment acquisition or enhancement, laboratory operation, monitoring, and maintenance. Designs, creates, fabricates, constructs and/or adapts equipment and materials to meet specific needs of studio facility.				
Contributes to the development and implementation of studio/laboratory/facility procedures and policies. Ensures compliance with health and safety standards of operation.				
Controls and monitors equipment and supplies inventory. Approves supply orders and negotiates directly with vendors as appropriate.				
Provides direction to other studio/laboratory assistants. Assists in training and scheduling work assignments. Monitors work and provides performance feedback.				
Schedules studios/facilities/classrooms to meet the needs of students and faculty.				
Monitors expenses for materials, supplies, repairs, maintenance, and project work. Provides budget and estimate reports.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.