

Instructional Facility Supervisor, Sharp Instructional Shop
School of the Art Institute of Chicago

Direct Link: <https://www.AcademicKeys.com/r?job=131048>

Downloaded On: Jan. 19, 2020 7:40pm

Posted Oct. 8, 2019, set to expire Feb. 9, 2020

Job Title	Instructional Facility Supervisor, Sharp Instructional Shop
Department	Instructional Shop
Institution	School of the Art Institute of Chicago Chicago, Illinois
Date Posted	Oct. 8, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Design - Industrial Art/Design
Job Website	http://www.saic.edu
Apply Online Here	https://www.artic.edu/employment

Apply By Email

Job Description

Introduction

For more than 150 years, the School of the Art Institute of Chicago (SAIC) has been a leader in educating the world's most influential artists, designers, and scholars. Located in downtown Chicago with a fine arts graduate program consistently ranking among the top four graduate fine arts programs in the nation by U.S. News and World Report, SAIC provides an interdisciplinary approach to art and design as well as world-class resources, including the Art Institute of Chicago museum, on-campus galleries, and state-of-the-art facilities. SAIC's undergraduate, graduate, and post-baccalaureate students have the freedom to take risks and create the bold ideas that transform Chicago and the world—as seen through notable alumni and faculty such as Michelle Grabner, David Sedaris, Elizabeth Murray, Richard Hunt, Georgia O'Keeffe, Cynthia Rowley, Nick Cave, and LeRoy Neiman.

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Position Summary

Department Mission:

Serve the contemporary instructional needs of SAIC faculty and students by providing management of and support within the SAIC making facilities. Implement all services provided by Instructional Fabrication and offer specific support to academic curricula as appropriate. Provide responsive, courteous, and efficient support to faculty, students and staff.

Basic Function:

Contributes to the overall management of SAIC Instructional Fabrication facilities including oversight of Student Employees, Equipment Maintenance, Inventory and the upholding of general safety practices. Provides instructional and technical assistance to Shop patrons, advice to Faculty and support for department projects.

Local Function :

Support Contemporary Practices Students and Faculty in building foundational making skills and fostering an open, exploratory learning environment. Provide numerous and timely process demonstrations to classes and individuals as well as individualized project support.

Primary Duties and Responsibilities:

Manages general operations of the Instructional Fabrication area(s). Ensures preparation of facility for daily use. Implements preventative measures to ensure the functional integrity of tools, equipment, and associated resources.

Provides advanced-level instruction and technical assistance to faculty, graduate students and undergraduate students using the Columbus Woodshop on topics including but not limited to: Metalworking, Woodworking General Construction, Technical Drawing, Digital Fabrication.

Supervises, trains, and mentors student employees in the delivery of making services and resources. Consults with the area management team regarding the evaluation of student employees.

Presents Authorization workshops and tool demonstrations to Graduate and Undergraduate Students, SAIC Faculty and Staff.

Acts as agent for project consultation and development in satellite classrooms across campus. Works

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in coordination with the Assistant Director and other area managers to schedule and coordinate classroom consultations.

Manages inventory of circulating tools, shop supplies, and consumables. Advises Assistant Directors and Managers of purchasing needs to maintain adequate levels of materials for instructional use.

Facilitates access to circulating hand tools and associated resources to Shop patrons. In coordination with the Assistant Director and Manager, manages usage records, fines, and inventory database of circulating tools through Web Checkout.

Commits to, demonstrates and enforces safety procedures.

In coordination with the Resale Manager, contributes to the day-to-day operations of Resale.

Collaborates with all Instructional Fabrication staff to deliver continuity of service and project development across campus.

Performs other area-specific and organization-wide duties as assigned.

Qualifications

Educational Requirements:

Bachelor's Degree in Studio Art or related field preferred. Commensurate experience may be considered.

Experience Requirements:

Supervisory, teaching or instructional experience preferred. Strong managerial skills required including the ability to supervise student staff and successfully implement policies and procedures. Ability to assist and instruct students in the conceptualization and safe construction of projects. Extensive knowledge and experience using a wide variety of floor-mounted and handheld power tools.

Enthusiasm for Digital Fabrication processes including CNC, 3D-Printing, Laser Cutting; working knowledge preferred. Basic familiarity with 3D-Modeling software and concepts; working knowledge preferred. Excellent communication and organizational skills. Familiarity with common office software including Microsoft Word and Excel.

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Benefits

We offer a competitive, comprehensive benefits package:

5+ weeks of paid time off

Paid holidays (up to 14 days)

Medical, dental, and vision insurance

Competitive retirement plan (up to 9% matching contribution)

Tuition remission and Tuition Exchange Program

Great employee discounts

Complimentary general admission to participating cultural institutions

EEO/AA Policy

The Art Institute of Chicago is an equal opportunity, equal access employer fully committed to achieving a diverse and inclusive workplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Instructional Shop
School of the Art Institute of Chicago
Chicago, IL