**STUDIO TECHNICIAN, CRAFT + DESIGN, JEWELRY + METALS**

The Cleveland Institute of Art is seeking a qualified individual to fill a full-time academic year Studio Technician position in the department of Craft + Design. Reporting to the Director of Studio Operations, the Studio Technician monitors the following facilities; Jewelry Design Studio; Machine Room; Smithing Room; Annealing and Soldering Area, Tool and Supplies Room; Technical Lab; Digital Fabrication, Casting Area, Enameling Area; and Majors' Studios and supports the curriculum, students, and faculty in Craft + Design, Jewelry + Metals. Broad working knowledge of jewelry and metals processes, materials, and equipment is essential.

*This position is Academic Year and is only scheduled between the months of August and May, 35 hrs per week, 38 weeks per year.*

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Manage the online student supply store; including sales, inventory, and purchasing.
* Manage department student tool check-out.
* Work with students in 1-to-1 and small groups and provide supplemental instruction & support.
* Maintain and repair department equipment and tools.
* Maintain, purchase, and distribute materials and consumables for the department.
* Manage purchasing from the dept. budget; requisitions, purchase orders, departmental transfers, and vendor communications.
* Practice and enforce standard operating procedure (SOP) and environmental health and safety (EHS) practices.
* Supervise and manage federal work-study students.
* Facilitate and coordinate departmental preparation, cleaning, and maintenance throughout the year, including the start and end of the semester/year.
* Facilitate demonstrations, workshops, visiting artists, and open studios.
* Special Departmental Projects; Archives, Improvements, Display of Student Work, etc.

**REQUIRED KNOWLEDGE & SKILLS**

* Working knowledge of multiple Jewelry & Metals processes and techniques.
* Basic working knowledge of digital fabrication processes; 3D printing, CNC milling, etc

*Supplemented by on-the-job training.* .

* Basic working knowledge of Rhinoceros 3D and Keyshot or other CAD and rendering software.

*Supplemented by on-the-job training.*

* Demonstrated ability to work well independently and as a member of a team.
* Ability to troubleshoot studio equipment and perform basic maintenance and repairs. *Supplemented by on-the-job training.*
* Sound knowledge of and demonstrated commitment to occupational health and safety practices, including; Hazardous Communications Standard (HCS), Safety Data Sheets (SDS), and Institutional/Departmental Standard Operating Procedure (SOP)
* Proficiency with Microsoft Office, Outlook, Google suite, Adobe CC
* Strong communication and interpersonal skills with a demonstrated ability to interact with students, staff, and faculty.

**PHYSICAL REQUIREMENTS**

* Standing and walking for the majority of their scheduled shifts.
* Able to lift 50lbs or more

**EDUCATION AND EXPERIENCE**

* Bachelor’s degree in a related field or equivalent work experience and education
* Experience related to one or more mediums, materials, processes

 **PREFERRED QUALIFICATIONS:**

* 2+ years of experience
* Proficiency in multiple jewelry and metal processes, materials, and techniques.
* Proficiency with CAD/CAM software; Rhinoceros 3D, KeyShot.
* Proficiency with digital fabrication processes; 3D printing, CNC milling, etc.
* Working knowledge of a broad range of materials; conventional and non-conventional; leather, rubber, foam, plastics, metals, etc.
* Supplemental technical training/education
* Health and safety training and/or certifications

*This position works during the Academic Year and is only scheduled between the months of August and May.*

*We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.*

***Compensation***

*This is a full-time non-exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.*

*Review of applicants will begin August 17th and will continue until position is filled.*

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, CIA complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity or national origin.*

***ABOUT CIA***

*The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators. With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by USA Today as the “Best Arts District” in the country.*

*The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design. Visit our website at: www.cia.edu*

***CIA Vaccination Requirement Notice***

*Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.*

*All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.*

*Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.*

*Please direct any questions regarding this notice to Human Resources at hr@cia.edu.*

***Pay Range: $15 - $17 per hour***