

3D COORDINATOR – POSITION DESCRIPTION

Primary Objective

The 3D Coordinator provides support to the Foundation and Sculpture department in collaboration with the Fine Arts/Foundation Area Coordinator to meet course competencies in the curriculum. The 3D Coordinator oversees supply inventory and studio lab maintenance of all 3D labs in addition to upholding and enforcing all health and safety compliance procedures. In addition, the 3D Coordinator oversees the training and scheduling of all 3D lab monitors during the academic year.

Duration: academic year (9 months)

Stipend: \$3,270

Responsibilities for the 3D Coordinator position are as follows:

1. Ordering materials for the Foundations/Sculpture department.
2. Shopping for materials, at such places as Home Depot, and ordering supplies, as needed to supplement courses.
3. Unpacking, separating and shelving supplies.
4. Conducting Returns, if materials are damaged or incorrect.
5. Coordinating 3D Curriculum with Fine Arts and Foundations Area Coordinator and 3D instructors.
6. Review curriculum and coordinate classwork/curriculum with new 3D instructors.
7. Oversee two 3-hour lab sessions/week
8. Coordinate & Supervise 3D Monitors, which includes the following:
 - a. Interview and select Work Study second year students
 - b. Selection of up to 3 monitors per semester.
 - c. Setting schedule for lab monitors.
 - d. Training monitors including taking all 3D Lab tests (must pass with 100%), and reviewing responsibilities.
 - e. Instructing monitors to retrieve and return shop keys to security desk.
 - f. Observation of monitors during lab hours, to assess adherence to safety protocols.
9. Organization and maintenance of 3D Lab, including:
 - a. Weekly cleaning of 3D lab to meet health and safety policies.
 - b. Organization of materials and tools in cabinets
 - c. Maintenance of all tools and machines, including repairs and replacement of broken parts
 - d. Ordering of tools and replacement parts.
10. Participate in all 3D assessments in Fine Arts and Foundation Curricula as needed.
11. Install and De-install of sculpture exhibitions, both student and professional shows, as scheduled.

Required Skills

- BA or BFA in studio art (3D emphasis preferred)
- 1 - 3 years of related experience
- Experience with safety and studio equipment maintenance and procedures
- Ability to lift up to 50lbs may be required
- Occasional flexible work schedule to include evenings

Application Procedures

Please send a brief cover letter and resume to Rachel Bomze, area coordinator of fine arts and foundations, at rbomze@dcad.edu.

