

**JOB TITLE:** Visual Arts and Technology Specialist  
**PAY GRADE:** CL 23  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager and in collaboration with instructional faculty, provides instructional and technical support to the Fine Art, Applied Art and Design, and Photography Departments, requiring in-depth knowledge of subject area and associated use of technology, computers, software, and equipment; provides technical and instructional assistance to support laboratory and classroom activities; provides purchasing, inventory, and maintenance duties for laboratory and classroom supplies, materials, and equipment; ensures continuous and efficient operation of department computer networks, workstations, and software.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provides instructional support for departments, including technical and instructional assistance to students with special projects, homework, presentations, demonstrations, or other instructional activities in classroom and lab settings; sets-up and maintains lighting for still life displays; supervises and assists with loading and unloading of kilns and the firing process; proctors exams and quizzes; collaborates with faculty to set up demonstrations; assists with curriculum planning and coordination; trains staff and students regarding use of materials, tools, and equipment, clean up and return procedures, safety practices, and specialized procedures; assists with layout and production of instructional materials, including graphics, audio-visual aids, and digital resources; researches, learns, and shares information regarding new techniques and methods with District staff; assists with on-site projects; hosts additional lab time for student projects and study, as needed.
2. Provides instructional and technical support in online teaching environments, including Learning Management Systems (LMS), purchasing and assembling take home lab kits, and coordinating distribution activities; works with ITS to provide Adobe software technical support, including installation, activation, and configuration.
3. Monitors and assists with the proper use of classroom and lab equipment, materials, and facilities; assists with ensuring safety and security procedures are followed; inspects tools, equipment, and machinery for hazards and takes prompt action to prevent injury or damage; maintains function of all safety guards, stops, switches, and cutouts on all power equipment; maintains safety signage; facilitates use of Personal Protective Equipment (PPE) and additional safety equipment; locks and unlocks building entrances and exits, department doors, exterior gates, and storage facilities, as needed; cleans and organizes workspaces, floors, exterior work yards, and storage facilities to ensure a safe working environment; rearranges equipment and facilities, as needed; determines and mitigates or eliminates possible safety problems; modifies and updates operating procedures, as needed.
4. Performs equipment and tool maintenance and set-up; assembles, installs, and tests new equipment; operates, inspects, tests, calibrates, maintains, and performs minor repairs to hand and power tools, machinery, equipment, and facilities; performs preventative and operational maintenance, including

troubleshooting, diagnosing, and repairing tools, machinery, equipment, and facilities; arranges for servicing, packaging, shipping, or repair of tools, machinery, or equipment, as needed.

5. Maintains, inventories, and organizes the department lab facilities, including classrooms, stockrooms, exterior yards, and project areas; operates, maintains, repairs, and manages inventory and distribution of department apparatus, equipment, tools, and supplies, including still life collections and lighting, slide collection and catalog, projection equipment, and Digital Single-Lens Reflex (DSLR) and Single-Lens Reflex (SLR) film cameras for student use; assists students with selection and operation of proper tools and equipment; maintains records of items checked in and out; inspects incoming shipments and distributes or stores in proper locations; designs, organizes, and maintains department storage facilities; coordinates use of storage cabinets by faculty members.
6. Provides initial computer technical assistance, training, and support to faculty, staff, students and Department computer labs; installs, removes, maintains, and assists District Information Technology Services (ITS) and Audio Visual (AV) staff with troubleshooting of department computer hardware and software, including coordinating updates with faculty and communicating changes; reports and documents problems or issues in computer labs and classrooms; collaborates with faculty, department heads, and ITS to determine software and hardware needs; coordinates and assists with set up of department computer and remote virtual systems, software images, and networks; maintains department databases; requests or arranges for assistance, servicing, or repair of department computer equipment from ITS staff or other resources; prepares customized instructions for use of software; coordinates availability of Macintosh computers for student use for department courses; serves as technical liaison to external vendors and specialists to troubleshoot and resolve hardware and software issues.
7. Participates in network operations for the Visual Arts Departments; plans, installs, configures, troubleshoots, monitors, and maintains workstations, software, and peripherals; installs, configures, and maintains the Just Apple's Management Framework (JAMF) management system on department computers; ensures continuous operation of equipment and software; responds to computer system emergency situations, including service interruption, system failures, power outages, and damaged media and hardware; develops and maintains documentation on infrastructure, equipment installation procedures, network activity, user problems, and recycling of surplus computer assets; maintains inventory of computer hardware, software, and peripheral assets.
8. Provides technical support for the Department computer lab, including installing and configuring workstations connecting workstations to servers and participating in activities to connect with District networks; sets up student accounts; prepares technical specifications of requests for proposals; participates in determining technical aspects of projects, including resources and timeframes.
9. Participates in the preparation and administration of assigned budget(s); researches and purchases assigned contracts, materials, and supplies, and determines future needs; works with vendors to obtain quotes; requests purchase orders; inventories supplies and instructional materials; discusses new products or special needs with vendors and District staff; works with District staff to obtain lab, lecture, or other supplies; maintains expenditure records and prepares reports; advocates for the needs of the department; and creates prioritized lists of needed equipment for administration; provides input regarding annual budget development.
10. Provides administrative support for departments; responds to inquiries regarding department operations or refers inquiries to appropriate staff; monitors, coordinates, and facilitates use of department facilities, resources, and collections for access and security; prepares or assists with preparation of department reports and correspondence; maintains department records, including warranties, licenses, and operating information for equipment and software; ensures identification tags, licenses, warranties, repairs, and upgrades are properly recorded.
11. Coordinates gallery and art show schedules and works with faculty on art exhibits, including, but not limited to, submission and distribution of publicity information, exhibition, and event reception, and set up and tear down functions; maintains inventory of supplies and maintenance and repair schedule, including, but not limited to, lighting replacement or adjustment, computer or projection equipment set up, and exhibition signage for a variety of activities.
12. Ensures safe handling, storage, transportation, and disposal of hazardous materials; complies with federal, state, and local laws and industry best practices for the handling and storage of hazardous materials; classifies and packages chemicals for hazardous waste removal; measures and portions

bulk hazardous chemicals into portable containers for students use; maintains hazardous chemical storage in a secure location with controlled access; maintains Safety Data Sheets (SDS) for all chemicals and other safety-related documentation for hazardous; prepares listings of unneeded hazardous materials and arranges for pickup and removal from District premises.

13. Prepares, loads, and transports department materials and equipment between campuses or off-site locations; may be required to operate District vehicle for transport.
14. May perform basic first aid, as needed.
15. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees, or District staff.
16. Performs related duties that support the overall objective of the position.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, techniques, protocols, applications, equipment, tools, and materials used in visual arts, including, but not limited to, sculpture, ceramics, drawing, painting, graphic design, photography, printmaking, gallery operations and management, audio visual and multimedia production, and Macintosh operating systems and software.
- Protocols and procedures for setting up equipment, troubleshooting, and performing routine maintenance.
- Operational characteristics of lab apparatus, equipment, and materials pertaining to visual arts.
- Technical knowledge of computers, including the relationship and usage of various input and output components.
- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and lab protocols, including, but not limited to, the Family Educational Rights Privacy Act (FERPA), the Americans with Disabilities Act (ADA), and Division of Occupational Safety and Health Administration of California (CalOSHA).
- Basic inventory, bookkeeping, and purchasing processes and procedures.
- Principles and practices of record keeping.
- English usage, spelling, grammar, punctuation, and vocabulary.

### **Ability to:**

- Perform general technical and operational duties in support of the Visual Arts Departments, including, but not limited to, operating, setting up, and maintaining equipment, computers, peripherals, and tools; maintaining and organizing supply inventory and storage facility; researching and resolving operating system issues and problems with color printers, including color management, clogged nozzles, maintenance, and diagnostics, and repairs; proctoring tests; and supporting classroom and lab activities.
- Diagnose, troubleshoot, and repair equipment, machines, and computer hardware and software.
- Provide system and user support, analyze technical problems, and recommend solutions.
- Interpret technical manuals.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, lab protocols, and safe handling, storage, and disposal of hazardous materials.
- Operate vehicles and maintenance equipment, including hand and power tools, measuring devices, and equipment.
- Operate and maintain equipment and tools used in the visual arts, including, but not limited to, easels, clay mixers and extruders, manual and electric pottery wheels, digital and film cameras, enlargers and other darkroom equipment, lightboxes and lighting equipment, power and hand tools, and gas and electric ceramics kilns.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.

- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in the field of visual arts, Adobe Creative Suite, and Learning Management Systems (LMS).
- Maintain confidentiality of information.
- Make arithmetic calculations of average difficulty.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees, or District staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Two years of college with major course work in fine art, photography, graphic design, computer science, or a related field.

**Experience**

- Two years of responsible experience in fine art, graphic design, and/or photography using technology.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- First Aid Certificate.
- Forklift Certificate.
- Hazardous Materials Awareness Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily indoors in an education classroom/center/laboratory setting; exposure to chemicals, hazardous materials, dusts, mists, fumes, gases, noxious odors, solvents, wet/damp surfaces, and noise; work with equipment and apparatus. Subject to risk of exposure to blood borne and/or other pathogens due to potential for cuts and/or contact with fresh or dried blood or other body fluids on saws, drills, and other power equipment. Moderate exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an education center/classroom/laboratory or office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment, including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.