University of Michigan Staff Position Description

Market Title: Studio Coordinator  
Job Code: 101451  
Working Job Title: Materials Fabrication Studio Coordinator  
Department: School of Art & Design  
Hours: 40.00, M-F 8:00 a.m. – 5:00 p.m. (depending on class schedules)  
FLSA Status: Nonexempt

The School of Art & Design seeks an experienced Studio Coordinator to provide technical support and administrative oversight, maintenance, and organization of the physical aspects of several studios dealing with a wide range of materials fabrication processes (see below). The selected candidate will:

- Provide technical support, including: preparing studios for use by faculty and students; assisting with and/or performing classroom demonstrations as requested; and providing guidance and support to studio users to ensure the appropriate application of technical processes.
- Maintain the physical facilities, equipment, and supplies, including: developing and implementing a preventative maintenance program for all studio equipment; maintaining an inventory of supplies and related materials; collaborating with other studio coordinators on purchases and the development of procedures; and assisting with the development of the facility and its services through researching new technologies, equipment, processes, and/or materials.
- Ensure a safe and secure studio environment, including: following OSEH procedures to maintain safe studio practices; developing and implementing studio use policies; serving as the liaison to other University units and staff (custodians, fire marshal, etc.); and overseeing chemical supplies to ensure safe storage and usage.
- Assist with financial oversight of the facility, including: assisting in planning supply budgets; tracking supplies used and ensuring that expenditures are appropriately recharged; and working in collaboration/consultation with the Art & Design finance office in all financial matters.
- Supervise and train work-study assistants.
- Work cooperatively with studio coordinators across all media to strengthen the School's unified approach to creative work.
- Assist with School events, activities, initiatives and special projects as requested.

The studio coordinator hired will have expertise in all of the technical fields listed below:

- **Digital 3D** – CAD/CAM Systems, including CNC mill/router (Onsrud/MasterCam and Roland/Modela), rapid prototyping (Zcorp and Objet), and laser cutting; knowledge of 3D solid modeling and file preparation for above processes; coordinate integration of digital and physical material processes
- **Metals** – A wide range of metals and both hot and cold metal-working tools and processes including mill, lathe, brake, drill press, slip roller, band saw, sanders, hand tools welding (gas, MIG, TIG), soldering, and casting
- **Electro-Mechanics** – Electricity (including low-voltage DC devices for sensing and control and mains-voltage AC devices); mechanical linkages and structures for motion; microcontrollers and programming language
- **Wood** – A wide range of woods and woodworking tools (hand and power)
- **Plastics and Composites** – Familiarity with characteristics of a wide range of plastic and composite materials; thermosetting; fabrication (machining, gluing, casting)
The salary range for this position is $30,000 - $45,000.

**Supervision Exercised:**
Functional supervision is exercised over part-time student assistants.

**Supervised By:**
Directly accountable to the Director of Facilities.

**Minimum Qualifications:**
Undergraduate degree required; comprehensive background that addresses the technical fields noted above; previous supervisory experience; knowledge of general accounting and budgeting practices; basic computer experience (spreadsheet, email and word processing) and digital imaging experience; evidence of strong interpersonal and organizational skills; evidence of reliability, punctuality, flexibility, and ability to work as part of a collaborative team; interest and maintaining a community of practitioners; and, demonstrated ability to work in an intensive, fast-paced, diverse environment undergoing frequent change and improvement.

**Desired Qualifications:**
Advanced degree in art/design or art/design-related field; previous experience managing a studio that supports one or more of the technical fields noted above; experience in working cooperatively and collaboratively with faculty, students and university community; knowledge of University policies and procedures; awareness of contemporary creative work culture and practices and interest in maintaining a personal creative work practice.

**Start Date:**
On or near October 3, 2011