

**College of the Siskiyou  
Job Description**

**Job Title:** Program Specialist, Fine Arts

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** I

**Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the A & L Director, operate computer typesetting equipment, camera and photo equipment and provide design and layout materials for the district.

**Class Characteristics**

Prepare printing projects, including typesetting, design and layout of materials; operate and maintain the college darkroom. Receive limited supervision within a broad framework of standard policies and procedures

**Essential Duties and Responsibilities include the following**

Operate and maintain all darkroom equipment and supplies; sweep, mop and clean darkroom; mix all photo chemicals.

Coordinate, plan, schedule and perform dark room photography activities.

Set type and paste up printing layout.

Perform a wide variety of specialized computer, desktop publishing, and typesetting for Art Gallery publicity.

Assist instructors with classroom lectures and demonstrations; assist students in darkroom procedures and techniques.

Assist ceramics instructor in loading and firing of kilns and maintenance of ceramic and kiln equipment.

Demonstrate and assist students in printmaking techniques.

Run printer for computer graphics class; operate all power tools for faculty and students for art project and assignments.

Make photo static copies of a printing project; submit copies to originator for proofreading; make corrections and receive approval to print.

Make film negatives of layout, impressions of negatives, and opaque negatives for paper positives and 1/2 tone copies only.

Transport students in college van for Art Department field trips and other activities.

Photograph slides of art work using the copy start Department lectures and presentations..

Transport artwork to and from an artist's studios to the college for art gallery shows; handle artwork, issue press releases and print promotional photographs.

Order appropriate materials; inventory supplies; submit requests for purchase of supplies and repair of equipment, as needed.

Provide technical assistance to faculty and staff regarding type setting and paste-ups.

Perform other related duties.

### **Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to completion of four years of college and approximately two years of formal or informal training in computer typesetting or closely related field and experience performing computer typesetting.

Knowledge: Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems; computers and word processing programs; mathematical computations; office management techniques and procedures; all equipment used in the graphic arts department.

Ability: Ability to understand and independently carry out oral and written instructions; learn and successfully apply office policies, procedures, rules and regulations; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar and punctuation; proofread; typeset; adapt to different software uses; consistently learn new equipment and software procedures; maintain and process new equipment; operate office equipment including a computer; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; frequent standing or walking, stooping or crawling; periodic handling of lightweight parcels. May be subject to some hazardous materials including photographic chemical emersion. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a California Drivers License and evidence of appropriate automobile insurance, based on DMV requirements, may be requested. Commercial Class B with passenger endorsement required.

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