

## POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

**Position Title:** Studio Technologist - Haliburton School of Art + Design

**Position Number:** [Click here to enter text.](#) **Pay Band:** 8

**Reports To:** Operations Manager, Haliburton School of Art + Design

**Appointment Type:** 12 Months      **“Other” Hours Details:** Primarily evenings and Saturdays

**Scheduled Weekly Hours (maximum 24 hours per week):** up to 24 hours/week

**PDF Completed By (Manager Name):** Shelley Schell

**Effective Date:** October 26, 2021    **Last Revision:** [Click here to enter text.](#)

### SIGNATURES

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates incumbent has read and understood the Position Description Form details)*

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)*

**NOTE:** Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

## PART ONE:

### POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

The incumbent provides academic and operational support for all art programs at the Haliburton Campus, including summer school. Support includes research, preparation, organization, inventorying, set-up and on-going maintenance of supplies, materials, and equipment. Studio space set-up and turnover is also assisted.

The incumbent provides support for uninstructed studio hours through demonstration and reinforcement of safety, studio etiquette, and concepts taught by instructors.

Schedule consists of evening and Saturday shifts.

## PART ONE: *(continued)*

### KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<p><b>Student and Instructor Support</b></p> <p>Assists with orientation of new instructors and students to the studio, equipment, tools, and organization systems.</p> <p>Assists instructors with access to required equipment and materials as needed.</p> <p>Provides indirect and direct supervision of uninstructed studio hours, assisting as needed and through demonstration and reinforcement of safety, studio etiquette, and concepts taught by instructors.</p> <p>Provides accurate feedback to students re: skill development and practice exercises and checks off completion of specific learning objectives as established by faculty.</p>	45%

2	<p><b>Physical Spaces, Equipment and Materials</b></p> <p>Working with the Senior Studio Technologist, assists with the preparation, organization, and turnover of the studios and equipment at the main campus.</p> <p>Assists Senior Studio Technologist to ensure equipment and materials required for each program/course are available in accordance with curriculum guidelines and promotional communications. If required, assists with research of best practices to ensure equipment and supplies are stored in a manner which adheres to environmental conditions and safety factors.</p> <p>Updates the inventory control system and ensures security of all supplies and equipment on an ongoing, as needed basis.</p>	35%
3	<p><b>Communication and Health &amp; Safety</b></p> <p>Liaises regularly with the Senior Studio Technologist, and as required with program coordinators, Operations Manager, faculty, Health and Safety committee members/department, and Physical Resources staff to ensure the smooth operation of studios, appropriate student support, and safe learning spaces.</p> <p>Attends and participates in staff and program meetings as required.</p> <p>Works with Senior Studio Technologist and other specialized technical support roles to maintain consistent practices and procedures across all studios and off-site facilities (eg. Glassblowing, Blacksmithing).</p>	15%
4	Other Duties As Assigned ( <i>do not amend this section</i> )	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

## PART TWO:

### TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

**Formal Education Requirements:**

- Completion of a one (1) year college certificate.

**Field(s) of Study:**

- Pottery and/or Jewellery and/or Fibre Arts

**Other Vocational Certifications and/or Apprenticeships:**

First Aid training an asset.

**EXPERIENCE**

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

**Practical Work Experience:**

More than six months up to one year.

**Additional Skills & Abilities:**

- Intermediate level skill in Pottery and/or Jewellery and/or Fibre Arts.
- Prior experience with training, guiding, and/or mentoring students with varied learning styles, preferably in an academic setting.
- Basic understanding of adult learning principles is an asset.
- Excellent written and oral communication skills, including time management skills and the ability to work independently as well as part of a team.
- Computer proficiency with respect to routine operational tasks involving word processing, email communications, calendaring, and internet searches.

**PART THREE:**

**COMPLEXITY**

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

**Example #1**

<p><b>Student Support</b></p>
<p>The incumbent provides support to a variety of hands-on, media-specific courses and programs running simultaneously. This presents a range of specific skills, techniques, curriculum, and projects.</p> <p>During instructional support, the incumbent actively participates in the student learning process by reinforcing previously taught material and demonstrating appropriate use of a variety of studio equipment and tools. This requires consideration of learning styles, effective communication, awareness of student skill levels, and the ability to adjust those elements when working with a variety of individuals. Ensures that support reinforces previously taught concepts as opposed to introducing new material and is consistently executed within a foundation of safe practice and appropriate studio etiquette.</p>

**Example #2**

<b>Materials and Tools</b>
The incumbent provides support to a variety of hands-on, media-specific courses and programs running simultaneously. This requires awareness of a wide range of equipment and materials as relates to researching, purchasing, utilizing, inventorying, and storing.

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?  
Non-routine.

How would you describe the complexity of the work?  
Some duties are varied and complex.

Describe the business processes used by the position.  
Processes are specialized.

**JUDGMENT**

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

**Example #1**

<b>Provision of oversight and academic support during uninstructed studio hours</b>
Independent of the instructor, the incumbent provides oversight and is responsible for studio operation and student safety while supporting the learning process (reinforcing previously taught material). Must anticipate potential issues and demonstrate effective problem-solving whether as relates to equipment and tools, skills development for students, or safety.

**Example #2**

<b>Observes a student struggling with a piece of equipment and not using it properly</b>

The incumbent identifies the issue, reviews proper technique with the student and monitors subsequent attempt(s). If the misuse is severe and/or unusual, the incumbent may need to request that the student discontinue the activity and would notify the instructor and possibly Program Coordinator or Senior Technologist for follow-up.

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Choose from a range of existing options.

**MOTOR SKILLS**

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

**Example #1**

**Studio demonstrations using a variety of equipment, tools and techniques.**

The incumbent is required to demonstrate safe use and techniques of a diverse collection of tools, as relevant to a variety of programs. This requires significant dexterity as well as general motor control and fine motor skills.

**Example #2**

Task / Activity

Description

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstrate a variety of techniques using a diverse collection of tools	20%

## PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

### Example #1

<b>Access and retrieval of a variety of equipment, tools and materials that are located throughout the campus facilities.</b>
Multi-use spaces, frequent turnover of spaces, and the variety of studio programs/courses necessitates a wide range of needs stored in various places. This results in a great deal of walking and carrying.

### Example #2

<b>Lifting and moving medium to heavy weight equipment and/or materials.</b>
Examples of medium to heavy items include 50lb. boxes of clay, pottery wheels, anvils, tables.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Access and retrieval of a variety of equipment, tools and materials that are located throughout the campus facilities.	40%
Lifting and moving medium to heavy weight equipment and/or materials.	15%

## SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

**Example #1**

Studio demonstrations using a variety of equipment, tools and techniques while actively supporting student learning process. I.e. Supporting students to mix glazes in the Ceramics studio.
Safety precautions must be adhered to, demonstrated, and communicated while referencing and creating detailed recipes. Demonstration is followed by reinforcing the processes for students to complete the task independently.

**Example #2**

Task / Activity
Description

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Studio demonstrations using a variety of equipment, tools and techniques while actively supporting student learning process.	20%

**STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES**

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

**Example #1**

Creating, monitoring, and maintaining a safe studio space for novice students in a specialized studio environment, during uninstructed studio hours, with multiple distractions and multiple students who require attention and learning support simultaneously.
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**Example #2**

Inventory, maintenance, cleaning and organizational procedures at the end of a course or program, and preparation for the incoming course or program. Academic delivery depends upon this process and preparation.

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?  
Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?  
Frequent critical deadlines.

How would you describe the level of interruptions this position faces?  
Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Creating, monitoring, and maintaining a safe studio space for novice students in a specialized studio environment, during uninstructed studio hours.	45%	TP (Tends to be Predictable)
Inventory, maintenance, cleaning and organizational procedures at the end of a course or program, and preparation for the incoming course or program. Academic delivery depends upon this process and preparation.	35%	TP (Tends to be Predictable)

**INDEPENDENT ACTION**

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

**Example #1**

During studio hours, when providing support as the only academic-related staff on campus, the incumbent encounters a student who appears very frustrated and angry.

The incumbent communicates with the student to assess the nature of the problem, demonstrates empathy, assists with learning support if needed, or provides information regarding appropriate support and resources. This may be the instructor, a counsellor, or other Fleming support system. In urgent scenarios, local emergency mental health services would be contacted.

**Example #2**


**Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by exception only.

How frequently is the work checked?

Reviewed upon project completion only.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur.

- Independent of the instructor, the incumbent provides oversight and is responsible for studio operation and student safety while supporting the learning process (reinforcing previously taught material) during studio hours. Must anticipate potential issues and demonstrate effective problem-solving whether as is related to equipment and tools, skills development for students, or safety.

Identify the typical situations or problems that are normally referred to the Manager for solution.

- Student learning supports and/or accommodations
- Health and safety risks
- Academic delivery concerns
- Equipment malfunction
- Purchasing needs

**COMMUNICATIONS / CONTACTS**

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

<b>Nature of Contact (Who)</b>	<b>Purpose of Contact (What)</b>	<b>Frequency</b>
Senior Studio Technologist	Studio planning, program materials, student and faculty concerns, health and safety, operational procedures, inventory, capital needs.	Daily
Certificate Programs Coordinator	Studio planning, program materials, student and faculty concerns, health and	Weekly

	safety, operational procedures, inventory, capital needs.	
Faculty	Course/program logistics, academic support needs and expectations, health and safety.	Daily
Creative Director	School-level priorities for planning purposes	Infrequently
Students	Reinforcing previously instructed curriculum and skills practice; uninstructed studio hours support and oversight; health and safety; general communication; inventory control.	Daily
Physical Resources Department staff	Lab/studio maintenance; consumables needs – in the absence of the Senior Studio Technologist.	Weekly
Suppliers	Assisting Senior Technologist with ordering, shipping and delivery of materials	Infrequently

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

**RESPONSIBILITY FOR DECISIONS AND ACTIONS**

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

**Example #1**

<b>Supporting an effective learning environment for students and faculty.</b>
The incumbent is responsible for supporting and enhancing the learning environment in a manner conducive to program outcomes. Failure to do so could result in poor student accomplishments, reputational damage at the program and College level, damage to and/or negative revenue stream impact, which is critical in the context of a small satellite Campus operation.

**Example #2**

Task / Activity
Description

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How are errors typically detected for work completed by this position?  
Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?  
Results in minor embarrassment, confusion or expense.

**WORK ENVIRONMENT**

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment		% of Time
Professional office environment	Yes	20%
Outdoor work; seasonal conditions	No	
Other (please specify)	Variety of program-specific studios	80%

**Key Considerations:**

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:  
Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?  
Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?  
Occasional (10%-30% of their time in transit)

**SUPPLEMENTAL DATA**

Provide any additional information which will serve to further enhance understanding of the position.  
n/a