

JOB TITLE: Photography Lab Assistant

DEPARTMENT: Art

LOCATION: Union Campus

REPORTS TO: Art Program Coordinator

FLSA: Non-Exempt

LEVEL: 101

DATE: 1/2/18, 02/27/2014

POSITION SUMMARY: Oversee darkroom operation and students during open lab hours. Monitor chemical usage and inventory. Manage set-up and clean-up of darkroom facilities. Supervise darkroom facilities.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Darkroom experience required; successful Completion of Photo I and Photo II (or One year of darkroom experience).

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Set up and store darkroom equipment, materials and other related items
- Schedule preparation of darkroom use.
- Store and dispose of hazardous wastes using safety procedures
- Assist in informing faculty and staff of proper hazardous waste disposal procedures
- Maintain Material Safety Data Sheets in an organized, accessible fashion.
- Enforce darkroom safety codes.
- Communicate with Art faculty regarding special needs and maintenance of darkroom facilities.
- Maintain inventory system of all darkroom supplies and special equipment.
- Consult instructor about making minor repairs or ordering chemicals as needed.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of darkroom procedures, including developing negatives, printing images, mixing and using chemicals; knowledge of darkroom equipment, safety and handling of chemicals; knowledge of ordering supplies and maintaining inventories of darkroom supplies/equipment; ability to work independently; ability to work with photographic chemicals and materials; knowledge of Material Safety Data Sheets.

COMMUNICATION SKILLS: Follow technical instructions, procedure manuals, and charts to solve practical problems; and/or ensure compliance with clear guidelines and standards; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with faculty, staff and students; communicate to convey or exchange general work-related information or service to faculty, staff and/or students.

DECISION-MAKING and ANALYTICAL SKILLS: Adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook; use office machines such as telephones, fax machines, copiers or calculators; darkroom equipment such as Enlargers; Safelights; Dryers; Ventilators; and various darkroom chemicals (Developer, Stop, Fixer and possibly sodium bicarbonate and sodium carbonate)

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.*

Environment: Work is performed primarily in darkroom setting with frequent interruptions and distractions; change in lighting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs and occasionally lift and/or move up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*