

Approved

STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated March 2004

Position Title: Artist Supervisor

Must Work 15 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for an Artist Supervisor in the Campus Life Department:

- a. Collects information and organizes work of staff artists by setting priorities for work completion, monitoring hours, and producing a schedule of hours for the artists crew to be posted in the Campus Life Office, etc.
- b. Creates an equal share of artwork and coordinates art exhibits.
- c. Contacts requesting persons/groups to clarify publicity needs.
- d. Screens artists' work for appropriateness in the context of Berea College's mission and commitments.
- e. Serves as a member of the Campus Life Student Coordinator team.
- f. Identifies supply needs and secures new stock in consultation with the Director of Campus Life.
- g. Develop the artist team
- g. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. Monitor posting areas for out-dated publicity
- b. Recycle out-dated art work if designs are not reusable
- c. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Voluntarily participating in programs/activities sponsored by this department

4 Basic Qualifications

- a. General: Leadership skills
- b. Skill: Artistic ability
- c. Physical: N/A
- d. Academic: Strong standing

5 Desirable Qualifications:

- a. Ability to meet deadlines
- b. Self-motivated
- c. Sensitivity to total student population
- d. Ability to receive feedback and constructive criticism about one's work
- e. Academic or work experience in art-related field

6 Narrative Summary:

An Artist Supervisor should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.

