

Job Code:.....101331  
Position #: (PTAA) (NE)  
Developed by:.....NE  
Reviewed by:.....DLJ  
Approved by:.....LK  
Date:.....11/18; 01/19

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Technician, Visual Arts/Digital Resources  
**DIVISION:** Academic Affairs (A&S: Art & Art History)  
**REPORTS TO:** Chair of the Department of Art & Art History  
**GRADE:** 7  
**SUPERVISES:** N/A

**BASIC FUNCTION:**

Assist faculty and students in the application of digital media and new technologies including graphic design, video and film, multi-media, 2D and 3D printing and scanning for teaching purposes and classroom presentations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Utilize digital resources to help faculty to create and students to understand the visual arts.

Keep up-to-date in terms of the newest media and technologies, and, under the guidance of faculty, help convey that information to students.

Act as a resource for faculty for their classroom instruction.

Manage the computerized files, images and projections needed in the classroom.

Maintain and service all department teaching computers, projectors, 2D printers, large format printers, a 3D printer, and a 3D scanner as well as other digital devices and software (such as kiln controls, numerous pieces of video, audio, and photography production equipment etc.)

Manage the process of photographing, scanning and sizing of art work images for teaching purposes.

Assist students to prepare visual images for classroom presentations.

Work with faculty to collect, organize and prepare visual resource images for Teaching purposes.

Assist faculty with all teaching related visuals including sourcing and formatting.

Assist faculty with resourced images for scholarly publications and creative work.

Assist faculty with exhibitions, installations, video projects and other public programming.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide multimedia expertise and assistance to other academic and co-curricular departments of the University as requested.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computer, printers (2D, 3D & large format), projectors, scanners, digital equipment, database software, kiln controls, AV equipment, photography production equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of two years' experience working with digital media; Demonstrated experience with digital and multimedia technology; Demonstrated computer experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated customer service and troubleshooting skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Bachelor's degree in Art or Art History; and, Demonstrated experience working in a college or university setting.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**