

DEPARTMENTAL

The 2009-10 General Duties and Responsibilities Statement for the Department of Art is located at <http://gradschool.uoregon.edu/?page=gdrs> and will be available online on/around June 15.

provide assistance in ART 111 Artist Experience

provide assistance in ART 101 Understanding Contemporary Media

Be responsible for preparation and presentation of visual materials such as slides, video and computer displays; record roll at each class session and document other student course participation; collect and distribute written course materials, information and exams. Involvement in the evaluation of examination materials may also be required.

Gallery Coordinator

1. weekly meeting with Art Department Gallery Committee (frequency of meetings may diminish with time, but allow for a weekly meeting at a regularly scheduled time).
2. selection and overseeing of work study student, delegation of tasks.
3. maintenance, repair, and updating of gallery and equipment as needed. major expenditures to go through committee first. regular preparation of gallery walls and pedestals before shows.
4. coordination of opening and closing of the gallery during gallery hours and during exhibition set-up.
5. coordination of publicity (with help of work study student).
6. preparation of title cards when needed.
7. communication with Michael Smith about problems with facility.
8. review and scheduling of exhibition applicants in the spring and in the fall with Art Department Gallery Committee, of which the coordinator is a member.
9. notification of applicants.
10. maintenance and updating of gallery calendar in Art Department office.
11. maintain a budget history to be used as an advising tool for subsequent directors.
12. write an end-of-the-year report to be used as an advising tool for the next director, including recommendations for upgrading the gallery.

CERAMICS

The 2009-10 General Duties and Responsibilities Statement for the Department of Art is located at <http://gradschool.uoregon.edu/?page=gdrs> and will be available online on/around June 15.

Instructor ARTC 255 Beginning Ceramics

This job includes besides the six contact hours in class, the following responsibilities:

1. Teach 1 section of ARTC 255: topic w/syllabus. Give copy of syllabus and topic title to faculty.
2. Take responsibility for student clean-ups, locker storage, security, all-shop clean-up, as pertains to the class. Make sure class leaves the classroom clean.
3. Communicate and observe shop policies within the classes.
4. Assist with ware-flow by asking students to put dry work on carts, and to glaze work when it appears on bisque shelves.
5. Communicate problems/difficulties to faculty.
6. Set aside two hours per week for office hours.

Studio Technician in Ceramics Area

Studio activities, which use tools and equipment, require expertise of people who are experienced in the discipline and are capable of contributing to the operations of studio processes. This expertise also provides supervision and technical instruction to undergraduate students working in art studios including proper studio procedures, such as clean-up and correct use of facilities with special attention to health and safety issues.

Glaze/Fire Tech

The Glaze/Fire Tech oversees the kiln shed and glaze lab operations. For two terms, this entails working with the glaze/fire class and assigning firings and glaze-mixing to the students in the class. In the third term, firings will be assigned to solo firing interns, and mentors. Glaze-mixing will be the responsibility of the GTF.

The first four weeks of each term are low-demand weeks in terms of work being glazed and fired. These are good weeks to get the kiln shed and glaze lab in order. The second half of the term requires vigilance and consistent

presence in the studio. Water must be changed, glazes replenished, and the glaze area cleaned, as often as is necessary. Often tasks may be assigned, but ultimately the GTF must make sure they are done, or do them.

The duties include, but are not limited to, the following:

Kiln shed:

1. daily walk-through, assessment of needs for housekeeping, repairs, and orders.
2. execution of needed tasks, which can include assigning them, or requesting assistance from work study or lab tech.
3. scheduling of all firings, including firings to meet due dates of classes.
4. presence during bisque and glaze weekend, with the ability to step in if needed.

Glaze lab

1. daily assessment of needs: supplies and glazes in glazing area, housekeeping needs, clean water; inventory and equipment in glaze lab, housekeeping.
2. maintenance of all glazes in good working condition, adjusted for thickness and sieved as often as needed.
3. maintenance of necessary signage.
4. monitoring and placement of carts and ware.
5. recycling of glaze sludge on a regular basis. Work study often processes the glaze sludge but the GTF decants the rinse buckets and transfers the sludge to the appropriate containers.
6. maintenance of appropriate labels for all materials and glazes.
maintenance of all visual materials such as tiles.

DIGITAL ARTS

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tutor students in lab sessions associated with ARTD 250 Print Media Digital Arts

tutor students in lab sessions associated with ARTD 251 Time Based Digital Arts

tutor students in lab sessions associated with ARTD 252 Interactive Digital Arts

Lab instruction involves tutoring students enrolled in the labs on a one-to-one basis and presenting topics based on materials provided to you by the instructor of the class. Tutoring topics will focus on the use of graphics, animation, audio and video editing software as well as on design principles.

Projects assigned in the lecture portion of the course will dictate specific support needed in the lab section(s) of the course. Therefore, each course will require specific software knowledge. An understanding of the lecture Faculty's syllabus and its assignment/project contents is required to successfully support the lab instruction. Lab instructors are encouraged to develop tutoring methods and outside sources that best prepare them to provide consistent guidance during the instruction of any software application.

Grading is addressed with the faculty specific to the course and input and participation from the lab instructors is expected

Each lab section meets 2 hours twice a week and it is expected that you will be present in three sections per week (total 12 contact hours w/students per week.) You will also be expected to attend the lectures, take attendance, and meet with faculty instructing the lecture course as needed, not to exceed 5 hours per week.

Instructor ARTD 360 Digital Imaging

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding image-making. Our Digital Arts program employs technology in a fine art context

This course focuses on the creation, editing, and reproduction of bit-mapped images. Subject matter includes intermediate level Photoshop techniques, computers and color, color theory, digital photography and digital cameras, film and flatbed scanning, the effective use of printers, and preparing images for the web. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required to instruct Photoshop (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 361 Intro to Animation

This job includes besides the six contact hours in class, the following responsibilities. You will also be expected to maintain two hours each week for office hours.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding animation. Our Digital Arts program employs technology in a fine art context.

This course is an introduction to animating, drawing, and timing. Emphasis will be placed on creativity and content. Take advantage of 112 Millrace 1 where there are tablets for every student and the toon boom software to make hand-drawn animation digital in digital forms. After digital hand-drawn animation is explored, other types of animation may be explored. You will need to set aside two hours each week for office.

Methods of support and reference sources are required to instruct the animation applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, Assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 362 Digital Letterform

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding digital typography. Our Digital Arts program employs technology in a fine art context.

This course focuses on ideas and concepts involved in the history and appreciation of typography in a digital realm. The course content explores communicative power of typography. The traditional, standard rules and parameters of type should be addressed, as well as the experimental and flexible applications of digital typography. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 394 Digital Illustration

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding digital image-making. Our Digital Arts program employs technology in a fine art context.

This course will explore a variety of media translations, all including digital drawing. Vector-based applications, raster applications, and digital capture will be addressed. Adobe software will be used. You are expected to have an understanding of Photoshop and Illustrator. An exploration of media, and a focus on clear visual communication of concepts is addressed throughout the course. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 395 Digital Video/Audio

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding digital video/audio. Our Digital Arts program employs technology in a fine art context.

This course addresses the creation of Digital Video and Audio using specialized tools and software available to students in the 112 Millrace lab and 129 Pacific sound lab. Original sound, music, and image creation will be stressed with an emphasis on creativity and experimentation. You will need to set aside two hours each week for office.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 411 Web Art

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding art concepts delivered on the Internet. Our Digital Arts program employs technology in a fine art context.

This course explores the World Wide Web as an art medium. It stresses investigation and experimentation. Topics will include an orientation to contemporary practice in web art, user-interface concepts, and interaction techniques. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 412 Experimental Animation

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding art concepts delivered as animation. Our Digital Arts program employs technology in a fine art context.

The course encourages independently minded artists to explore personal expressions in animation that may involve both digital and none digital methods. Primary objective of this course is to help students establish an aesthetic and evolve a form that speaks of a personal vision. The emphasis is on creativity and content. This course relies on the reading of critical essays, exposure to a variety of animated works to provide a context of a rich history of animation art and a broad range of contemporary practice. Students are expected to produce high-quality, personal, experimental works. Projects may incorporate video technology but must address what can only be achieved

though animation. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 463 Communication Design

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding art concepts delivered as animation. Our Digital Arts program employs technology in a fine art context.

This course is an intermediate-level design course, though not a graphic design course in any traditional sense. It assumes students have completed certain prerequisite courses in imaging, letterform, and illustration. It will address the planned, strategic design of communications that may include web, print, or product designs. The course explores the nexus between design and art. Regular assignments, reviews, and sketchbook reviews. You will need to set aside two hrs each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 471 3D Computer Imaging

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding 3D imaging software. Our Digital Arts program employs technology in a fine art context.

This course focuses on the creation of 3D images and environments stressing experimentation and creativity. Technical aspects of the class include instructing students on the use of specialized 3D software such as Maya. Some instruction may also need to address the output of final project on large-format printers. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

Instructor ARTD 472 3D Computer Animation

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

The course should be delivered with a strategy that clearly addresses both technical issues **and** conceptual issues regarding 3D animation. Our Digital Arts program employs technology in a fine art context.

This course is the second in a sequence of 3D courses. It should address creativity and experimentation in the realm of 3D and continue technical issues from the first class related to specialized software such as Maya. You will need to set aside two hours each week for office hours.

Methods of support and reference sources are required to instruct the applications specified by the faculty who have taught the course. (employing online tutorials, print published material, self developed tutorials, etc.).

Critiques of students' works and one-on-one evaluations should be conducted throughout the course. A syllabus, assignments/projects and their evaluation are expected.

Inquire with your faculty advisor for assistance when developing your class syllabus.

Assessment and report of any and all technical issues and problems should be immediately reported.

Classrooms/computer labs are to be left clean, and the instructor is responsible for maintaining a clean, managed working environment.

FIBERS

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Instructor ARTF 268 Intro to Fibers: Structures

Instructor ARTF 269 Intro to Fibers: Surfaces

In addition to six contact hours in class, you will also be responsible for the following:

1. Managing supplies for the class (ordering, checking-in, distributing, record keeping, collecting additional MITs, if necessary). All purchase orders & reimbursement information needs to be reported to Josh Faught.
2. Performing tasks involving reading materials for the class (putting items on reserve, photocopying, dissemination, etc.)
3. Preparing slides or power-point presentations for class presentations or ordering slides to be made by the AAA Slide Library. Additionally, you will be responsible for confirming any locations necessary to screen presentations.

4. Overseeing the studio space with attention to health and safety: supervise teaching assistant or work study students involved in studio maintenance; check with Environmental Health for recommendations for specific tasks, schedule respirator training for students when needed, maintain the Material Safety Data notebook in the Dye Lab, check the First Aid boxes regularly and order refills through the Art Office or Northsite Maintenance staff.
5. Supervising the maintenance of the equipment by doing minor repairs or supervising repair activities with the Northsite Maintenance Technician, calling NMT when light bulbs need replacing.
6. Overseeing the checking out and in of small tools. Helping with tool inventory at the end of each term and at the end of the academic year & helping with organizing the studio space/storage.
7. Maintain 2 hours/week of office hours, help advise students during the term and at special advising sessions, write letters of recommendation when requested.
8. Taking slides or digital images of students' works is considered part of the teaching responsibility.

To aid in teaching, you should meet with the curricular coordinator once a week or more if the situation demands it.

Studio Technician in Fibers Area

Studio activities, which use tools and equipment, require expertise of people who are experienced in the discipline and are capable of contributing to the operations of studio processes. This expertise also provides supervision and technical instruction or undergraduate students working in art studios including proper studio procedures, such as clean-up and correct use of facilities with special attention to health and safety issues.

1. To keep the Fibers studios running well: check and restock supplies, discard properly past-dated chemicals, work with the curricular coordinator to order new supplies, collect additional MITs for student purchases of additional materials and supplies. Check First Aid inventory every term and alert Northsite Maintenance staff for replacements.
2. Maintain Fibers Area library and resource files. Keep resource file supply lists, samples, and catalogues organized and current. Keep the Material Safety Data binder organized and current.
3. The Fibers Area inventory of small tools and equipment is a valuable resource to students. Instruct students in the proper usage of the tools and equipment, keep them organized, and attend to the repair and

replacement by working with the curricular coordinator and the Northsite maintenance personnel. Supervise taking the inventory of the small tools and equipment at the end of each term. Alert Josh Faught of missing items and help with the replacement.

4. Flag problems with computers and AV equipment and alert both Josh Faught, as well as AAA Technical Support to the problems.
5. Check the condition of the two AVL compu-dobby looms, the AVL Jacquard loom, and the manual Jacquard loom every week to make sure all are functioning well. Report any malfunctions to Josh Faught.
6. Assist anyone using these looms in their projects by helping them learn the programs and operation the looms. Be the primary technical support for these looms.
7. Help design written tutorial instruction for these looms.
8. Help design curriculum and coursework concerning these looms.
9. Keep the communal working space in ready condition, free of debris and clutter that would hamper learning and provide instruction to the students in the correct and safe use of facilities. Alert the curricular coordinator of facilities problems like lighting, plumbing, broken furniture, with special attention to security measures (lock boxes, faulty access codes).
10. Meet with curricular coordinator weekly and report on the status of facilities and the quality of the teaching environment.

FOUNDATIONS

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Lab instructor ART 115 Surface, Space and Time

This job includes besides the four contact hours in class, the following responsibilities:

General:

1. Initial meetings and planning strategies with primary instructor.
2. Weekly management of Lab sessions and leading critiques based on lecture criteria.
3. Attend weekly lecture by primary instructor.

4. Management and acquisition of lab materials from student fees
5. Assistance with copy materials, lab planning.

Weekly:

1. Weekly meeting with primary instructor. (1 hour)
2. GTF Office hours.
3. Roll Call [lecture...shared responsibility]
4. Supervision/assistance of students in two studios, each meeting 2 sessions per week.
 - Session 1: Flat Table/Work-in-Progress/Lecture follow-up and clarification.
 - Session 2: Class Presentations/Review.

Instructor ART 116 CORE Interdisciplinary Lab

This job includes besides the six contact hours in class, the following responsibilities:

Activities will include preparing and using demonstration materials, ordering materials and supplies, presenting visual materials, preparing a syllabus and calendar, conducting critiques and grading. You will also be expected to maintain two hours each week for office hours.

1. Managing supplies for the class (ordering, checking-in, distributing, record keeping, collecting additional MITs, if necessary). All purchase orders & reimbursement information needs to be reported to Jack Ryan.
2. Performing tasks involving reading materials for the class (putting items on reserve, photocopying, dissemination, etc.)
3. Preparing slides or power-point presentations for class presentations. Additionally, you will be responsible for confirming any locations necessary to screen presentations.
4. Overseeing the studio space with attention to health and safety. Oversee studio clean up following each class session.
5. Helping with tool inventory at the end of each term and at the end of the academic year & helping with organizing the studio space/storage.

To aid in teaching, you should meet with Jack Ryan prior to the first week of classes, and as needed throughout the term.

JEWELRY | METALSMITHING

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Instructor ARTM 257 : Intro to Jewelry & Metalsmithing

In addition to six contact hours in class, you will also be responsible for the following:

1. Preparing demonstrations for the course. Oversee teaching assistant on selected/assigned demonstration, meet with teaching assistant prior to their in class demonstration, and advise on effectiveness, clarity and safety.
2. Preparing a syllabus and calendar that is in conjunction with the curriculum determined in the curricular area, following technical, formal and conceptual/critical requirements/expectations of the program
3. Conducting critiques and grading.
4. Managing supplies for the class (ordering, checking-in, distributing, record keeping, collecting additional MITs, if necessary). All purchase orders & reimbursement information needs to be reported to Anya Kivarkis.
5. Performing tasks involving reading materials for the class (putting items on reserve, photocopying, dissemination, etc.)
6. Preparing slides or power-point presentations for class presentations. Additionally, you will be responsible for confirming any locations necessary for screen presentations, and reserving laptops and other equipment necessary from Faculty and Student Services.
7. Overseeing the studio space with attention to health and safety: supervise teaching assistant or work study students involved in studio maintenance; check with Environmental Health for recommendations for specific tasks, schedule respirator training for students when needed, maintain the Material Safety Data notebook in the Metalsmithing studio chemical room, check the First Aid boxes regularly and order refills through the Northsite Maintenance staff.
8. Supervising the maintenance of the equipment by doing minor repairs or supervising repair activities with the Northsite Maintenance Technician, calling Facilities Services when light bulbs need replacing.
9. Overseeing the checking out and in of small tools. Helping with tool inventory prior to, and at the end of each term and academic year, and help with organizing the studio space/storage.

10. Be present for/assist with end of term studio cleanup during your scheduled class cleanup slot.
11. Maintain 2 hours/week of office hours, help advise students during the term and at special advising sessions, write letters of recommendation when requested.
13. Operate as a positive mentor in the studio community.
14. To aid in teaching, you should meet with the curricular coordinator once a week or more if the situation demands it.

Supervising faculty: Anya Kivarkis

Studio Technician in Jewelry

Studio activities, which use tools and equipment, require expertise of people who are experienced in the discipline and are capable of contributing to the operations of studio processes. This expertise also provides supervision and technical instruction or undergraduate students working in art studios including proper studio procedures, such as clean-up and correct use of facilities with special attention to health and safety issues.

1. To keep the Metalsmithing studio running well: Work with curricular coordinator to manage supplies for courses including, checking and restocking supplies, ordering, unpacking, distribution of supplies. All purchase orders & reimbursement information needs to be reported to Anya Kivarkis. Keep clear files of all materials ordered.
2. Instruct students in the proper usage of the tools and equipment, keep them organized, and attend to the repair and replacement by working with the curricular coordinator and the Northsite maintenance personnel. Supervise taking the inventory of bench tools, small tools and equipment at the beginning and end of each term. Alert Anya Kivarkis of missing items and help with the replacement.
3. Organize studio, work with curricular coordinator to develop systems for efficient functioning of studio.
4. Maintain Jewelry/Metalsmithing library and catalogues. Keep/file supply/resource lists, samples, and catalogues organized and current. Keep the Material Safety Data binder organized and current.
5. Flag problems with computers and AV equipment and alert both Anya Kivarkis, as well as AAA Technical Support to the problems.
6. Oversee end of term studio cleanup, prepare (in advance) necessary cleaning supplies, tools that need resurfacing and simple upkeep.

7. At the beginning and end of terms, take inventory of studio consumables, including drill bits, Fred Meyer and Jerry's supplies, as well as materials ordered through Rio Grande and Contenti Jewelers.
8. Throughout the term, oversee the levels of all tanks in the studio, exchange tanks at Chem store when empty. Prior to term, refill all empty tanks.
9. Prior to term, prepare Intro materials packets, and refill all consumable materials in studio.
10. Keep the communal working space in ready condition, free of debris and clutter that would hamper learning, and provide instruction to the students in the correct and safe use of facilities. Alert the curricular coordinator of facilities problems like lighting, plumbing, broken furniture, with special attention to security measures. Check First Aid inventory every term and alert Northsite Maintenance staff for replacements.
11. Work with and oversee monitors in the effective use of the studio. Come to first meeting day of Intermediate/Advanced course to coordinate monitor system with Anya Kivarkis.
12. Train work-study and oversee all areas of work-study performance
13. Arrange regular meetings with Northsite Maintenance staff to discuss repair of tools and necessary studio maintenance.
14. Meet with curricular coordinator weekly and report on the status of facilities and the quality of the teaching environment.
15. Operate as a positive mentor in the studio community.

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PAINTING

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Instructor ARTP 281 Introductory Painting I
Instructor ART 233 Drawing I
Instructor ART 333 Drawing II

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

Activities will include preparing and using demonstration materials, ordering supplies, scheduling models, presenting visual materials, conducting critiques, and grading. A syllabus for the courses must be organized and approved by the painting faculty before classes begin.

PHOTOGRAPHY

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Instructor ARTO 354 Digital Photography

Instructor ARTO 251 Creative B/W Photography

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

1. Responsibilities for ordering or providing all books and/or videos and other instructive materials for the class, as well as all resources required for slide or PowerPoint presentations, and articles or readings for the class.
2. Providing assistance at all levels to students in the classroom and workdays.
3. Preparing of syllabi, schedules and other instructive materials for the class, which must be approved by the faculty supervisor beforehand.
4. Supervising maintenance of equipment, reporting broken equipment and keeping darkroom spaces adequately equipped with lenses, easels, enlarger bulbs and the like.
5. Overseeing any safety needs of students such as related to wet lab allergies or intolerance to chemistry. Students must be informed of health and safety issues regarding lab use; wearing of gloves in film development and otherwise when needed, use of tongs, keeping wet materials in sink, use of a tray to transport wet prints.

6. Write letters of recommendation for students when requested and help advise students with questions that you feel qualified to address.
7. Providing all required assistance to students in the lab during workdays for your class. Occasional interaction with students in the lab outside of specified work days is encouraged.
8. GTF is responsible for all enrollment and grading issues. These and other issues regarding the management and progress of the class should be discussed weekly with the supervising faculty.

Lab Technician in photography area:

Studio activities, which use tools and equipment, require the expertise of people who are experienced in the discipline and are capable of contributing to the operation of studio processes. This expertise also provides supervision and technical instruction to undergraduate students working in art studios (including proper studio procedures, such as clean-up and correct use of facilities.)

1. GTF will be responsible for the ordering of all chemistry and other supplies used in the lab, and seeing that it is put away in its proper location. The order is done, by inventory, once near the end of each term, but on occasion, ordering needs to be attended to at other times during the term as well. GTF is also responsible for seeing that used chemistry, particularly fixer and selenium toner, are properly disposed of. The Material Safety Data Binder should be kept current and in its location in the chemical mix room.
2. GTF is responsible for the mixing and distribution of all chemistry for darkroom and film development use.
3. Responsibility for maintaining equipment in the group labs, individual darkrooms and lighting studio. Occasionally small repair and replacement of equipment and bulbs and reporting of broken equipment to faculty supervisor and northsite maintenance will be necessary.
4. Responsibility for posting of schedules for lighting studio, darkrooms, and locker use.
5. Responsible for the checking in and out of equipment to students when requested.
6. Responsible for all aspects of the lab monitor system. At the beginning of the term monitors must be scheduled for weekly duty, and a training meeting must be held that details for them their duties. Monitors are scheduled to work in the lab during all of its open hours. Throughout the term this monitor system must be managed, problems dealt with,

adjustments made at times. The GTF is in charge of the management of this system and is in contact with the monitors when required. The GTF, through his/her efforts and those of the lab monitors, are responsible for the maintenance, the general order of the lab, and seeing that the lab is used properly.

7. The GTF is responsible for checking inventory and buying supplies for the photo coop locker at least once per term, including film development equipment. All orders need to go through faculty supervisor.
8. The GTF is asked to maintain close contact with faculty supervisor in the administration of this task, and all responsibilities they are involved in.

PRINTMAKING

The 2009-10 General Duties and Responsibilities Statement for the Department of Art is located at <http://gradschool.uoregon.edu/?page=gdrs> and will be available online on/around June 15.

Instructor ARTR 448 Screenprinting

Instructor ARTR 449 Lithography

There may be a need to make adjustments in your assignment but the nature of your appointment as currently understood is as follows: be responsible for teaching one section of a Printmaking course as defined by your skill set and needs of the curricular area. In addition to six contact hours in class, you will also be responsible for the following:

1. Introduce an overview of the history and basic nature of the medium. Teach methods of imaging, processing, and printing - including edition printing. Provide technical instruction and demonstrations. Provide feedback concerning the conceptual, expressive, and aesthetic development of students' work. Take attendance and be responsible for submission of final grades.
2. Develop course curriculum. Prepare written tutorial instructions for student reference on technical processes covered in the curriculum. Submit a syllabus for approval to the curricular coordinator, Charlene Liu. Formal class discussions and critique of student work should be given three times during the term. Visual presentations and assigned reading materials are part of the curriculum.
3. Manage supplies for the class - ordering, checking-in, distributing, record keeping, collecting additional MIT's if necessary. All purchase orders & reimbursement information needs to be reported to the curricular coordinator.

4. Instruct and supervise your class in the proper use, cleaning, and maintenance of the studios. Supervise required final end of term cleanup.
5. Perform tasks involving reading materials for the class - putting items on reserve, photocopying, dissemination, etc.
6. Prepare slides or power-point presentations for class presentations. Order slides to be made by the AAA Slide Library as needed. Additionally, you will be responsible for confirming any locations necessary to screen presentations.
7. Oversee the studio space with attention to health and safety: supervise teaching assistant or work study students involved in studio maintenance; check with Environmental Health for recommendations for specific tasks, schedule respirator training for students when needed, maintain the Material Safety Data sheets for the class, check the First Aid boxes regularly and order refills through the Art Office or Facilities Maintenance staff.
8. Supervise the maintenance of the equipment by doing minor repairs or supervise repair activities with Facilities Maintenance Technician.
9. Assist with tool inventory at the end of each term and at the end of the academic year & help with organizing the studio space/storage.
10. Maintain 2 hours per week of office hours, advise students during the term and at special advising sessions, write letters of recommendation when requested.
11. Taking slides or digital images of students' works is considered part of the teaching responsibility.

To aid in teaching, you should meet with the curricular coordinator once a week or more if the situation demands it.

Studio Technician in Printmaking Area

Studio activities, which use tools and equipment, require expertise of people who are experienced in the discipline and are capable of contributing to the operations of studio processes. This expertise also provides supervision and technical instruction to undergraduate students working in art studios including proper studio procedures, such as clean-up and correct use of facilities with special attention to health and safety issues.

1. To keep the Printmaking studios running well: check inventory of all printmaking supplies at the end of each term, work with the curricular coordinator and faculty to order new supplies, restock supplies, discard properly past-dated chemicals, collect additional MITs for student purchases of additional materials and supplies. Keep financial

records/purchase orders from year to year of all printmaking supplies ordered (hard copy and back-up disk records).

2. Assist during class hours of one course per term as assigned by the curricular coordinator. This includes recording student attendance, participation and assistance during group reviews, providing feedback to students in the classes, technical and safety demonstrations, preparing the classroom studio and stocking needed supplies each term prior to start of class. Assist in curriculum development and research.
3. Maintain Printmaking Area resource files and Hazardous Waste labels on all containers. Keep resource file supply lists, samples, and catalogues organized and current. Keep the Material Safety Data binder organized and current. Check First Aid inventory every term and alert Facilities Maintenance staff for replacements.
4. The Printmaking Area inventory of equipment and small tools is a valuable resource to students. Instruct students in the proper usage of the equipment and tools, keep them organized, and attend to the repair and replacement by working with the curricular coordinator and Facilities maintenance personnel. Take inventory of the small tools and equipment at the end of each term. Alert the curricular coordinator of missing items.
5. Assist anyone using presses, exposure unit, hot plates, aquatint box, ferric tanks, power washer, and other tools in their projects by helping them learn the proper and safe operation of the equipment.
6. Be the primary technical support for maintaining area equipment. Check the condition of the equipment bi-weekly, i.e. calibrate presses, maintain ferric tanks and rosin supply in the aquatint box. Notify curricular coordinator of any breakdowns or needed repairs.
7. Help design written tutorial instruction and signage for proper and safe use of shop equipment and clean-up procedure.
8. Keep the communal working space in all area studios in ready condition, free of debris and clutter that would hamper learning, and provide instruction to the students in the correct and safe use of facilities. Alert the curricular coordinator of facilities problems like lighting, plumbing, broken furniture, with special attention to security measures (broken windows, faulty access codes, etc).
9. Flag problems with computers and AV/digital equipment and alert both the curricular coordinator, as well as AAA Technical Support to the problems.
10. Assist in supervision of work-study students. Check that work-study duties are being done. Notify the curricular area coordinator of any problems that need to be addressed. Arrange Printmaking monitor schedule each term.

11. Meet with curricular coordinator weekly and report on the status of facilities and the quality of the teaching environment.

SCULPTURE

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Instructor ARTS 288 Sculpture I Mixed Media

In addition to six contact hours in class and two hours in office per week, you will be also responsible for the following.

Activities will include preparing and using demonstration materials, ordering materials and supplies, presenting visual materials, preparing a syllabus and calendar, conducting critiques and grading. You will also be expected to maintain two hours each week for office hours. In addition to six contact hours in class, you will also be responsible for the following:

1. Managing supplies for the class (ordering, checking-in, distributing, record keeping, collecting additional MITs, if necessary). All purchase orders & reimbursement information needs to be reported to Amanda Wojick.
2. Performing tasks involving reading materials for the class (putting items on reserve, photocopying, dissemination, etc.)
3. Preparing slides or power-point presentations for class presentations. Additionally, you will be responsible for confirming any locations necessary to screen presentations.
4. Overseeing the studio space with attention to health and safety. Oversee studio clean-up following each class session.
5. Helping with tool inventory at the end of each term and at the end of the academic year & helping with organizing the studio space/storage.

To aid in teaching, you should meet with Amanda Wojick prior to the first week of classes, and as needed throughout the term.

Technical assistance in the Sculpture Area

Studio activities, which use tools and equipment, require the expertise of people who are experienced in the discipline and are capable of contributing to the operation of studio processes. This expertise also provides supervision and technical instruction to undergraduate students working in art studios (including proper studio procedures, such as clean-up and correct use of facilities.)

1. Assist with technical instruction in classes, as needed (e.g. welding and wood shop assistance.) (GTF assignments in classes change each term, depending on which classes are being offered.) Assist faculty by preparing and delivering technical and safety demonstrations.
2. Organize tools and maintain tools and equipment in safe operating order. Alert faculty and Sculpture Studio Technician when tools are in need of repair.
3. Monitor, order, pick up, and unload equipment and supplies. Assist faculty and Sculpture Studio Technician to prepare for and attend to material and supply needs.
4. Instruct correct and safe use of building, including clean-up. Manage end of term studio clean-up with Sculpture Studio Technician.
5. Instruct and supervise safe use of equipment and materials. Report unsafe use to faculty and Studio Technician.
6. Instruct technical processes, such as welding, wood shop use, foundry use, etc. This may involve safety demonstrations on Fridays along with Studio Technician.
7. Oversee plaster room. Check condition daily and monitor room use to maintain cleanliness and appropriate supply levels.
8. Monitor Sculpture studio for scheduled hours each week. During monitor hours when students are not using studio, work on organizational tasks and general studio maintenance in order to facilitate a safe and productive work space.
9. Scan digital images and maintain image library as assigned by faculty.
10. Weekly check in with Amanda Wojick and Studio Technician for additional jobs and studio needs.
11. Organize and create new signage as needed to alert studio users of appropriate policies and studio use methods.