

**CERAMIC/ART LABORATORY TECHNICIAN**

**DEFINITION**

Orders, receives, stores, processes, and issues art and ceramic supplies, materials, and equipment and prepares materials for laboratory and demonstration purposes, and maintains and coordinates the use of kilns.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by instructors or an administrative staff position.

Assignments may require the indirect supervision of student aides.

**EXAMPLES OF DUTIES**

Receives, inspects and stores equipment and supplies used by ceramic students in class and laboratory work.

Issues equipment and materials to students as authorized and prepares supplies and equipment needed for laboratory sessions.

Performs simple maintenance and repair operations, particularly in the area of ceramic kilns use and photography laboratory.

Keeps records and maintains inventories of equipment and supplies.

Assists in the general supervision of the art laboratories.

Prepares glazes and clays.

Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of ceramics.

Equipment and supplies used in a ceramic laboratory.

Maintenance and operation practices of a ceramics stockroom and stockroom recordkeeping principles.

Safe operation of kilns.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Understand and carry out oral and written instructions.

Understand mechanical and operational functions of, make minor repairs to, and use ceramics laboratory equipment and apparatus, including kilns.

Establish and maintain effective working relationships.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

One year of experience in handling and accounting for ceramics laboratory supplies and materials.

### **Desirable Requirements:**

Specialized courses in photography, ceramics, and crafts.