

Massachusetts College of Art and Design

Studio Manager, Fashion Design/Staff Assistant

Official Title Studio Manager, Fashion Design/Staff Assistant

FLSA Status Exempt

Union APA

Pay Rate \$47,000 - \$52,000

Department Fashion Design

The Studio Manager will manage and maintain Fashion Design studios, classrooms, labs and associated student work spaces to accommodate community use. Generate studio policy and manage studios to insure that all will work in a healthy and safe working environment. Assist faculty and students in use of equipment. Demonstrate safe use of sewing and pressing machinery, tools and proper work processes. Ensure that materials and equipment are used, stored and disposed of according to established safety regulations and best practices.

The studio manager works with the department chair to maintain records and budgets for material and supply expenses. She/he actively works as a team with department faculty and staff and Academic Affairs staff to address needs of studio curriculum with facilities, budgets, and schedules. The studio manager will support a diverse population of students and foster a strong sense of community.

MANAGEMENT

1. Generate studio policy in consultation with faculty, including access, organization, clean up and safety guidelines.
2. Demonstrate proper use of equipment as necessary.
3. Monitor proper health and safety procedures related to all equipment and materials.
4. Select, train, and supervise work-study students and monitors.
5. Work with department chair to coordinate the schedule of day and continuing education classes and departmental and co-curricular activities.
6. Store and manage all supplies, materials, textbooks and other resources.

Job Description / Statement of Duties

FACILITIES

1. Maintain and troubleshoot repairs for Fashion Department studio equipment.
2. Work with department chair and faculty to select, purchase and oversee installation of new equipment and furnishings.
3. Oversee Fashion Department facilities and file all facilities work orders with Facilities Office.
4. Inform department chair and faculty of any facility-related problems.

BUDGET

1. Work with department chair to produce budget request for the upcoming year.
2. Work with department chair and Academic Affairs to plan long-term budget needs for capital expenditures and improvements.
3. Research and source requisition and reconcile purchases.

TECHNOLOGY

1. Work with Technology staff to support hardware and software.
2. Troubleshoot and assist users with software commonly used in the fashion industry.
3. Coordinate with Technology to maintain scanners, printers, and other technologies.
4. Works with other members of the fashion department to maintain the blog and/or web content.

The Studio Manager will promote the College's commitment to customer service by:

- Building effective partnerships with co-workers throughout the College by freely sharing appropriate information and providing assistance when needed.
- Ensuring optimum service to all internal and external partners in response to all requests for service and information.
- Maintaining an environment that is welcoming and inclusive to persons of all backgrounds, nationalities, and roles.

Other duties as assigned.

Review of applications will begin on Friday, November 4, 2016 and will continue until filled.

1. BFA degree in fashion design discipline or equivalent experience.
2. Experience with use and maintenance of apparel industry machinery.
3. Demonstrated ability to stay current and learn appropriate technologies, processes and methods, and incorporate change into the job.
4. Experience assisting others, and the ability to share expertise and information with a diverse community.
5. Organizational and managerial skills necessary to work as part of a team
6. Physical requirements: able to lift and move up to 50 lbs, e.g., bolts of muslin, rolls of pattern paper, and display equipment including mannequins and racks.

**Required
Minimum
Qualifications**

**Preferred
Qualifications**

Open Until Filled Yes

**Requisition
Number**

S00142

Quick Link

<http://careers.massart.edu/postings/502>