

Position: Part-Time Beals Studios Instructional Assistant

Start Date: February 1, 2018

The Kansas City Art Institute (KCAI), a national leader in visual arts education, is seeking applications for a 10 hours per week, part-time position of Beals Studios (FabLab) Instructional Assistant.

Description:

The Beals Studios Instructional Assistant will assist the Beals Studios Coordinator in a variety of aspects of the daily operation of Beals Studios. They will also assist the Coordinator in greater vision of Beals Studios including, programmatic and curriculum planning. Beals Studios is an institutional asset designed to serve the needs of academic departments in the development of ideation, realization, curriculum and programming that utilizes digital technologies in the creation of art and design.

The Instructional Assistant will assist the Coordinator in the daily operation of the lab, will act as a mentor to students, faculty, and staff through the development of ideas and production of work. They also may be called upon in times of need to be backup for both the Media Center and the Output Center.

Requirements of the position:

- Minimum of 1 year experience in the use of CAD as well as some CAM
- Previous work experience in a collegiate environment
- Experience with Google Suite: Drive, Docs, Sheets, Forms
- Must have strong computer, organization, and detail skills
- Ability to work independently, as a member of a team, and as an advisor to students
- Strong problem solving skills with the ability to monitor own work for accuracy and thoroughness
- Must have creative curiosity
- Ability to clearly communicate in oral and written form

Education Experience and Requirements:

- BFA
- Work in an educational environment
- Work in a fabrication shop, makerspace, fablab, hackerspace, etc. is a plus

About KCAI:

The Kansas City Art Institute is a four-year, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls over 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu

Applications deadline and procedures:

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+bealstudio@kcai.edu

Attach to the email in PDF format only:
Cover letter

Resume

Five image portfolio

Image list including: corresponding title, scale, material, and process

Salary Expectations

List of three professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets