



# ARTica Darkroom Supervisor

## POSITION DESCRIPTION

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Under the direction of the Assistant Director of Arts and Programs, the Dark Room Supervisor will be responsible for equipment and facility upkeep, maintenance, and readiness in the dark room, especially for the darkroom photography course during the academic year.

## HUMAN RESOURCES DETAILS

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**Shifts:** 6-10 hours/week • Mornings, evenings, and weekends available  
**Starting Wage:** \$15.30/hour

**Reports To:** Assistant Director of Arts and Programs  
Assistant Director of Co-Curricular Learning and Recreation (in the absence of AD of Arts and Programs.)

## ESSENTIAL FUNCTIONS

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1. Continue to serve as an ARTican attendant. Communicate dedicated dark room hours with the ARTica supervisor, so a fellow attendant may be scheduled.
2. Monitor and maintain chemicals and all supplies for the dark room. Make purchasing recommendations as supplies become low.
3. Communicate directly to the Assistant Director regarding problems and maintenance of darkroom equipment, supplies, and space.
4. Communicate and meet with the Dark Room Photography Mini Courses instructor as needed.
5. Manage the request for dark room reservation and usage.
6. Supervise and train selected ARTican on processes and procedures.
7. It is the responsibility of the Dark Room Supervisor to observe and follow ARTica Studios policies and procedures for the use of the space:
  - a. No studio supplies or equipment are to leave Norris University Center
  - b. No materials of a hazardous nature will be introduced into the studio without the permission of the Assistant Director.
  - c. No alcoholic beverages, cigarettes or illegal drugs are allowed.
  - d. No unsupervised children or pets are allowed.
  - e. No activity shall be conducted in the studio that interrupts the operation of any scheduled mini-course, workshop, demonstration, or scheduled Darkroom user.
  - f. Safety and emergency procedures must be reviewed and understood.
  - g. Special arrangements for studio use or variances in studio usage must be approved by the Assistant Director on an as-needed basis.
  - h. Northwestern University is not liable for any misuse of equipment resulting in injury.

## MINIMUM SKILLS AND QUALIFICATIONS

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- Current Northwestern University Undergraduate Student. Previous ARTica employment preferred.
- Previous work experience and ability to effectively manage peers.
- Strong interest in art-related activities



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- Ability to collaborate in a diverse work environment.