

Job Title: Studio Manager (Visual Arts)

Reports to: Head of the Department, Visual Arts

Location: Sonipat, Ashoka University campus.

Experience (in years): 3-5 years

Nature of work: Full Time/Part-Time: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Being mission-driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

About Department/Centre:

The Department of Visual Arts at Ashoka University offers Minor and Concentration to undergraduate students from various departments. Our department combines courses in Art History and Visual Culture with training in material, media and site specific aspects of Studio Arts. The Department offers a common studio space with basic infrastructure facilities in Drawing and Painting, Woodcut and Lino-cut Printmaking, basic clay modelling and terracotta facilities with an electric firing kiln and electric wheels for pottery. Courses are also offered in the making of graphic narratives, photography and other forms of contemporary media.

Role and Responsibilities: The Studio Manager is responsible for overall management of the art studio, which includes day-to-day operation, gallery administration, sanitisation and safety concerns of the studio. The Studio Manager will be an active administrator in the functioning of studio courses, liaising with faculty, non-teaching staff, students and Department manager to keep the studio functioning smoothly. All courses or components that require studio modules will be in the purview of the Studio Manager.

Essential responsibilities will include:

- Organize hygiene maintenance of studio and store areas.
- Training and monitoring of faculty and students in studio safety.
- Work in conjunction with each faculty of the Visual Art department and the university management to ensure proper upkeep, health and safety standards.
- Implement and manage all inventory.
- Participate in all relevant safety training.
- Ensure the personal protection equipment are in place and implemented in all relevant studio area (PPE')
- Train and supervise students in studio usage.
- Update and revise chemical/hygiene plan
- Order all supplies and organize purchase orders.
- Ensure that the studios are prepared for all studio classes.
- Work with students outside the classroom time. Overseeing any course work outside class hours.
- Stacking and un-staking Ceramic kiln and other equipment in the studios.
- Maintain all equipment/furniture lending or borrowing.
- Oversee equipment repairs and maintenance.
- Ensure compliance with work place safety and environmental regulations for storage, labelling, handling, and disposal of materials/art works.

Eligibility:

Apart from Educational qualification, the preferred applicant must have 3-5 years of working experience in handling an artists' studio OR art gallery/ art/ museum logistics OR art department upkeep.

Education Qualification : BA/B Tech/BSc or BFA or BVA and previous experience working in a related field.

Competencies:

Candidate must have working knowledge of :

1. Computer basics, namely Microsoft Office Suite, Image editing software,
2. Must be comfortable in both English and Hindi medium of instruction, communication.
3. Candidate must have skills to communicate over emails, liaise between students, faculty, staff and admin of the university.
4. Willing to cooperate with students and faculty in various roles of assistance in studio courses. Handling a Printmaking press, a photography workshop with chemicals and processes, slide show sessions, or any other studio related assistance.

Skill Sets

Previous experience working in a related field in a higher education institute, or an artist' studio/museum/ gallery is preferred. Candidates should also be familiar with maintaining and managing inventory of perishable or other materials and equipment in the studio, manage service, repairs and maintenance of equipment, liaise with any housekeeping, carpentry or any requirements to keep the studio running to assist with overall functioning of the studio courses.

Specific studio requirements in Photography, Ceramics and clay sculpture, 3d design, Painting and Print-making. Working knowledge of Microsoft Office Suite, Photoshop along with an understanding of environmental regulations and occupational safety administration, specific to the arts studios.

Working knowledge of English and Hindi required.

Last Date for Application:

(Time bound) Anytime by the 3rd week of July. **20th July 2022.**

Application Submission Process

Please submit an updated CV at [connect.hr@ashoka.edu.in/](mailto:connect.hr@ashoka.edu.in) Centre's ID (As per requirement), with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Candidates applying after the due date will not be considered.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.