

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position
70-7240	Instructor, Jewellery/Metalwork Program	70-7029, Senior Instructor, Fine Arts & Crafts

Department	Division/Region	Community	Location
Nunavut Arctic College	Nunatta	Iqaluit	235

<b>Freebalance Coding:</b> 03300 011 111 030 2001 04
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**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Incumbent for this position will:</p> <ul style="list-style-type: none"> <li>▪ Instruct classes to Certificate and Diploma Programs;</li> <li>▪ Teach Drawing and Design as relates to the field;</li> <li>▪ Evaluates criteria, materials, teaching approaches for the delivery of both programs;</li> <li>▪ Co- administers the delivery of program In Iqaluit and assists Instructors in the delivery of other Fine Art programs</li> <li>▪ Supports with the basic maintenance of the Fine Arts studio's, equipment and machinery.</li> </ul>
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**3. SCOPE**

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p> <p>Under the direction of the Senior Instructor, Fine Arts and Crafts Programs, direct the provision of Certificate and Diploma level courses in the Jewellery and Metalwork Program of the Fine Arts and Crafts Programs of Nunavut Arctic College. Courses are delivered in the institutional setting in Iqaluit. The incumbent instructs courses within the Programs.</p> <ul style="list-style-type: none"> <li>▪</li> </ul>
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**4. RESPONSIBILITIES**

<p><b>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</b></p> <p><b>Develops and delivers classroom and studio instruction and ensures the relevancy of courses and program content by:</b></p> <ul style="list-style-type: none"> <li>▪ instructing in a two year Diploma Program that ranges from introductory to advanced skills and concepts;</li> </ul>
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- directing/planning the delivery of lessons, demonstrations and course material; following the Nunavut Arctic College curricula for both programs. There is flexibility on student projects as long as the skills required are clearly acknowledged, delivered and evaluated;
- produces class handouts and tests in a clear and intelligible manner suitable to the literacy levels of the students and if possible translated into Inuktitut;
- projects are introduced by diagram, example, objectives, skills to be learned, materials and equipment to be used - in a clear way for both staff and student use;
- making students aware of completion times for projects and judging if projects can be completed within the schedule;
- grading each project assigned in a timely manner, maintaining clear student records, by the Fine Arts and Crafts Program established method;
- providing opportunities for student evaluation of course content and instructional quality;
- creates a professional studio atmosphere, stressing quality, technical proficiency, understanding concepts, materials, techniques, balanced with artistic expression;
- assisting, when appropriate, professional development, such as: private sales, commissions, financial matters, ordering supplies and materials, display and costing of work;
- instructor shall maintain up to date safety and health standards in the studio, and instruct students in safe procedures by keeping the studio clean and orderly;
- maintaining a positive learning environment, making sure that students conduct themselves in behaviour appropriate to learning, safely and without disturbance to other students or staff.

**Assists in the administration of the Program by:**

- evaluating, writing or updating course outlines in consultation with supervisor;
- making recommendations for any changes required to Program Outlines;
- consulting with casual staff in preparing schedules, projects and courses so that students and supervisor are informed;
- making sure that daily attendance and monthly reports are completed;
- maintaining written documentation of student problems or unacceptable behaviour issuing warnings to students, meeting with students, documenting difficulties, following the College policies in regard to any disciplinary action that may be necessary;
- maintaining withdrawal and completion forms;
- preparing other reports as required by Nunavut Arctic College or other funding agencies, usually a brief report at the end of each semester;
- preparing an inventory of all equipment, materials and supplies before and after a program;
- preparing orders for supplies, books and equipment necessary for the delivery of the programs in a planned and timely manner, within an established and approved budget;
- preparing requisitions, Book Purchase Orders and other purchase orders for the following year's programs;
- making or directing changes to the studio and equipment (any structural changes, disposal or alteration of equipment must be checked with appropriate agencies through supervisor);
- with assistance of possible casual staff, the instructor plans, organizes and follows through with the Program's part in the year end graduation sale or Christmas sale of student work;
- Instructor shall make sure that student work is well photo-documented.
- meeting with students and other staff on a regular basis to gain feedback, understand, correct difficulties arising in the studio, between students and staff or the delivery of curricula;
- maintaining good records of all material or tools signed out to students or staff, a record of precious metals used and sales of student work;
- organizing, researching, developing educational material in the form of handouts, posters, photo-boards, etc. for the clear understanding of procedures, ideas, and concepts.

**The incumbent:**

- assists, supports, advises instructors teaching in other communities to obtain information, supplies, materials, books or equipment.
- packs supplies, books and equipment to and from community programs or courses.
- may be involved in the design and set-up of community courses or programs, especially those that are being planned for in coming months or in the next academic year.
- shall meet with supervisor on a regular basis to keep supervisor informed of positive and negative situations arising in the program.
- shall assist past graduates of Programs in obtaining information, advice on supplies, purchases, refining of metals, equipment and studio set-up, further training, etc.
- shall maintain a fair method of handling commissions to students, from public, corporations and agencies. Instructor is to maintain good records of transactions (repairs, custom work, etc.) that involve the Program.
- shall endeavour to promote the Programs through media, and College activities, displays and demonstrations. Commissions or marketing with galleries, dealers, agencies, highlighting program activities, must be coordinated through the Senior Instructor.
- is responsible for security and safety of the Arts and Crafts Centre, including checks of equipment that may be a hazardous if left on or unsupervised (such as gas, pickle pot, windows, electronic equipment, etc.).
- time permitting (though encouraged by the Fine Arts and Crafts Programs), will work on personal projects in the studio while students are working.
- in conjunction with the supervisor the Instructor shall from time to time prepare budgets and proposals for programs and courses planned by the College or with funding from another agency.
- Assists with and teaches students the proper maintenance and up keep of a metal studio, equipment, machinery and tools.

## **5. KNOWLEDGE, SKILLS AND ABILITIES**

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the job, not the incumbent performing the job.**

- Able to perform and demonstrate a wide range of techniques at an advanced expert level.
- Able to teach to a variety of learners at different ages, where English is the second language, unilingual Inuktitut students, poor literacy levels and students with learning problems are common. Instructor must be very capable of transmitting skills, concepts, discipline, patience, professionalism and dedication required to become a practicing artist.
- Instructor must have the ability to work both commercially and artistically and be able to encourage students in whatever direction or exploration they wish to take.
- Skills and sensitivity to work in a cross-cultural setting, where students have different values and concepts of aesthetics or no concept of aesthetics related to the media.
- Have a high degree of professional expertise in a variety of materials and approaches and be able to convey this sense of professionalism.
- Familiarity through direct experience of the expectations and standards of quality and design required by art practice in North America.
- Be knowledgeable and skilled in production techniques.
- Be knowledgeable about the display and marketing of jewellery.
- Either have direct experience of running a small business or have been an employee of a business with an understanding of small business fundamentals.
- Able to draw and design very well, especially with regards to the creation and construction of commission work.
- Have an excellent practical understanding of design concepts and methods and be able to teach design and drawing to different individuals with a wide range of leaning styles and educational backgrounds.
- Be able to direct students clearly, firmly and meaningfully.
- Able to work well with staff. Able to give staff direction, help them teach more effectively and perform jobs for the assistance of students and the development of the Programs.
- Have good verbal and written communication skills.
- Good problem solving abilities within the discipline.
- Be able to work independently.
- Be able to give guidance and direction for the development and growth of the Programs, based on sensitivity for the needs of residents of Nunavut.
- Be able to organize a studio, materials and supplies in a safe, clean and orderly manner.
- Be able to research procedures, methods, concepts and media, and present them for dissemination to students and staff.

The Incumbent should possess:

- Bachelor of Fine Arts Degree or related Degree
- A portfolio demonstrating a professional calibre of work in a wide range of techniques ( 20 slides or digital images of his/her work)
- At least 3 years (minimum) as a practicing artist.
- A proven track record in teaching practical methods and concepts - at least 1 year - at a college, university or degree granting art school.

**The Following would be considered an asset:**

- Experience in working and teaching in the Eastern Arctic or a similar cross-cultural situation and knowledge of Inuit culture and history,
- 3 years working in a commercial capacity,
- Courses in art history , or other related discipline,
- The ability to work in a variety of materials and methods such as wood, stone, paint,

- printmaking, drawing, ceramics, etc.,
- Successful completion of a course in Instructional Skills for Adult Learners or the equivalent.
- Oral and written communication skills in Inuktitut.
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## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Teaching and providing fine arts and Crafts Education to highly variable learning groups is both a physical and mental challenge.
- There are sometimes demands to work outside of regular hours for Program administration and visiting instructor support.
- Physical demand of moving heavy equipment and class materials to community programs.
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### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- The work environment currently consists of a good office environment and well-equipped studio environments. The problems with studios are usually limited space and ventilation specific to various media. Deficiencies are being progressively addressed.
- Occasionally some equipment and supplies may be hazardous. The incumbent should have training in their proper use and storage. The incumbent has full degree of control and responsibility to make sure the workplace for students and instructors are safe.
- The incumbent will work in the facilities of Nunatta Campus including, but not limited to, the Fine Arts and Crafts Building. On occasion weather and time demands will make travel between the buildings difficult.
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### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Incumbent must have excellent observation skills (sight, smell and hearing) to ensure the safe and proper use of equipment and avoid student accidents.
- A limited demand for the development of curricula still exists.
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### **Mental Demands**

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

- Some stress will be encountered in counseling students as the nature of the problems presented by students will exceed the bounds of regular instruction and the incumbent will be dealing with matters of significant emotional and personal nature.
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**7. CERTIFICATION**

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Employee Signature	Supervisor Title
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Printed Name	Supervisor Signature
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Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Deputy Head Signature	
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Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**