

POSITION:	Temporary Jewellery Technician (September 1, 2015 – April 30, 2016)
AFFILIATION:	FUNSCAD Unit II
SALARY RANGE:	Group 3 (\$46,035.72 - \$54,408.04)
DEPARTMENT:	Division of Craft
HOURS OF WORK:	35 hours per week The incumbent's work schedule will be flexible based on the needs of the department.
TERM:	September 1, 2015 – April 30, 2016

POSITION SUMMARY

The Jewellery Technician is responsible for overseeing the maintenance, organization and supervision of a limited access jewellery studio. The responsibilities include administering the studio's operating budget, purchasing supplies, and hand tools and equipment and repairing or arranging for the repair of studio equipment.

The Jewellery Technician is responsible for providing instruction to students, staff and faculty concerning the proper and safe use of equipment, materials and facilities. It is the responsibility of the Jewellery Technician to ensure that health and safety practices are employed.

SPECIFICATIONS

A Bachelor of Fine Arts with a concentration of studies in metal (jewellery) combined with three or four years of experience in metal (jewellery) and jewellery making or equivalent education and experience is required.

Technical proficiency in jewellery and hollowware processes and techniques is required. The Technician must be completely familiar with the maintenance and use of jewellery manufacturing machinery. Experience working in a post secondary educational environment is an asset.

Very good interpersonal skills and an ability to communicate effectively are essential and well developed organizational and time management skills are required.

The incumbent must be able to work in a noisy environment with frequent interruptions. The incumbent must have knowledge regarding health and safety issues. Due to the nature of the equipment and/or materials used, the incumbent must be attentive and responsive to potential safety hazards and take appropriate precautionary measures as required.

APPLICATION PROCESS

Applications should be sent to the Director of Human Resources, NSCAD University via email to careers@nscad.ca. Applications should include a cover letter, detailed CV, and samples of work.

Deadline for applications: Thursday, August 20 at 4:00 pm.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.