

Art Studio Lab Assistants for Grade Credit: Visual Arts

December 2008

The Art Studio Lab Assistant's role is to work closely with the teacher and provide a variety of services, that are listed in the following description, to the teacher and students

This opportunity for motivated students also supports the art teacher's efforts to deliver "differentiated instruction" in multi level art classrooms.

GENERIC DESCRIPTION (common to all the visual arts)

- **Peer Teaching**
Support and instruct students in the studio
Administer equipment testing and instruct in proper use
Model dialogue during critiques
Help students with initial ideas and material choices
Give valuable input to students to develop higher level art forms
Giving validation as a second set of eyes for project
Technology support
- **Studio Set Up**
Prepare materials/equipment for the day/lesson
- **Studio Take Down**
Properly clean and put away all the variety of materials used throughout the studio or demo period.
- **Studio Equipment Care**
Manage and maintain the equipment
- **Website Develop and Update**
Organize, create folders, update, and coordinate with other art disciplines
- **Art Exhibits**
Design, prepare, organize, implement, and assist with displays at school with student work
- **Art Sales & Fund Raisers**
Assist with planning, implementation for events

The following are examples of specific jobs in each of the visual arts. These may be used for reference.

ART STUDIO LAB ASSISTANTS: Specific Description of Tasks for Each Art Discipline:

PHOTOGRAPHY (common particularly to photography/cinematography)

Prerequisite: Photo 1 or consent of instructor

- Peer Teaching
 - Older/higher level students support students in the studio
 - Film developing
 - Alternative techniques
 - Shooting in lighting studio
 - Pinhole portfolios
 - Pinholes – lighting table, angles, and final inversions
 - Equipment assistance during developing and printing
 - Chemical assistance and support during processing
 - Model dialogue during critiques
 - Help student with test strips
 - Give valuable input to students as they search for tonal value
 - Helping with individual assessments to create a sense of contrast with their prints
 - Provide a second set of eyes for light meters
 - Lighting studio set up and assist during shoots
 - Technology support/modeling in digital darkroom

Materials & Equipment Checkout;

- Divide folders up equally in darkroom with paper and paper sizes
- Deliver all folders with a student signing off for exact amount of paper
- Assist with film allotments and assigning ISO speeds for proper assignment
- Cleaning supplies for negatives maintained and checked out
- Sloppy border negative carriers check in and out – maintain number order
- Pinhole Camera sign in and sign out authorization – check condition
- Analog Camera sign in and sign out authorization – check condition
- Digital SLR Camera sign in and sign out authorization – check condition
- Lens sign in and sign out authorization – check condition
- Lomography & toy Camera sign in and sign out authorization – check condition
- Medium format sign in and sign out authorization – check condition
- Video/filming cameras sign in and sign out authorization – check condition

Administer equipment testing;

- Administer black bag tests for film developing
- Administer film developing test
- Administer darkroom test (including enlarger & chemicals)

Model dialogue during critiques

- Align with teacher to use critique language during critiques
- Model assessment with ideas and comments on work
- Demonstrate the working knowledge of compare and contrast for lower level students

Help student with initial ideas and material choices

- Aid with multiple choices for film developing for variety of effects

Aid students with filter choices and effects for shooting original works
Aid students with filter choices and effects in the darkroom
Aid students with paper choices (fiber base, RC, finishes, etc) and effects
Aid students with digital options for increased print performance
Aid students with alternative technique options and increased individuality of prints

Give valuable input to students to develop higher level art forms

Create an ongoing dialogue as a peer teacher to initiate a higher standard of print
Giving validation as a second set of eyes for shooting and developing to push creativity
Pushing student to not accept mediocrity by helping develop assessment of each print

Technology support in the arts for all students crossing over the medium to digital forms

Assist students with basic Adobe Photoshop adjustments for optimal tonal range and contrast
Assist students with Adobe Light Room organization of their portfolio on line
Assist students with scanning and multiple creative scanning options
Assist students with printing and multiple papers and printing options
Assist students with the preparation of their common folder digital portfolio of all prints

- Studio Set Up

Prepare materials (black bags, film developing materials, printing materials, mounting materials, etc)
Prepare equipment (all film canisters, tanks and reels, all trays and clips, all easels and filters, enlargers, etc)
Prepare all pinholes in working order and number order for check out during the period
Prepare lighting studio (lights, slaves, booms, tripods, types of bulbs for shoot, backdrops, light meters...)
Prepare cameras for check out (digital & analogue, lomography cameras, lenses, medium format cameras)
Prepare all enlargers for class period (easels, grain focusers, cutting boards)
Prepare light box for students with loupes and cleaned surface

- Studio Take Down

Properly clean & restore all lighting equipment
Check for all pinholes, damage, use and number order
Assess all cameras and return to proper shelves
Return all enlargers to start position and prep work site (easels, grain focusers, cutting boards)
Clean any enlargers as needed
Complete organization of sink at end of period
Check and report chemical inventory and levels for next class
Chemical checks and lids on all chemicals

- Studio Equipment Care

Managing the equipment in the film developing area including black bags, tanks, reels, funnels, beakers, trays, cleaners, chem. bottles
Managing the equipment in the darkroom including trays, tongs, clocks, easels, cutters, grain focusers, neg carriers and bulbs
Manage, daily maintenance and help repair enlargers
Complete an inventory list at the end of each grading period on equipment condition

- **Lighting Studio**
 - Managing the equipment- make sure bulbs are working and fasteners are tight
 - Check that all slaves, booms, backdrops, tripods are in working order and in place
 - Return everything to working order at the end of a shoot and inventory repair needs
 - Check out and back in all equipment to students as needed
 - Help as lighting assistant during shoots
 - Assistance given on light meters and gray cards

- **Digital Darkroom**
 - Assist with maintaining all digital cameras, clean, repairs, etc
 - Check out and check back in digital cameras and filming cameras – check off inspection
 - Assist with maintaining all computers, scanners and printers
 - Assist with printing and printing allotments on Epson printer

- **Studio Chemical Care**
 - Managing the film developing sink and station
 - Mix D76 Developer, maintain levels
 - Mix Film Fixer & Hardener, maintain levels
 - Mix Hypo Clear, maintain levels
 - Mix Photo Flo, maintain levels
 - Continual check to make sure lids are on all chemicals
 - Managing the darkroom print processing sink and baths
 - Mix Developer - maintain potency and levels
 - Mix Stop Bath - maintain potency and levels
 - Mix Fixer - maintain potency and levels
 - Mix Hypo Clear for fiber base paper days - maintain potency and levels
 - End of day check to make sure lids are on all chemicals
 - Managing the H2o baths
 - Create constant water level flow
 - Remove all test strips from water
 - Move all prints using a tray to flats or drying racks
 - Keep water area clean and flow continual

- **Artist Gallery of Images**
 - Create Folders with Artists on the teacher's list in his/her common folder - maintain
 - Create Folders with Techniques on the teacher's list in his/her common folder - maintain
 - Create Folders with Cultures on the teacher's list in his/her common folder - maintain
 - Create Folders with Assignment Examples the teacher's list in his/her common folder - maintain
 - Load each folder with images for examples
 - Review folders with the teacher and assist sorting into categories
 - Create Categories within each folder
 - Create folder with assignments from each level in the Photo Books and maintain examples
 - Share Gallery of Images with other Tam District schools
 - Download other Tam District schools' Gallery of Images

- **Common Folder**
 - Create Folders with Semester and Class Periods
 - Create Folders for each student with additional assignment folders in each

Create Separate Folders with Assignments for examples (no names)
Create Folders with Assignments for Web loading
Adjust prints to correct formats for Web loading
Organize by level and assignment including duplicates
Orchestrate download and update info on site
Coordinate with other art disciplines for consistency

- Art Exhibits
 - Set up displays cases in school hallways in given case of student work
 - Label student names in display case juxtaposed to work
 - Take down display case and return student work to proper owner
 - Help with matting & framing of student prints and alternative projects for Gallery Shows
 - Organize work to prep for hanging
 - Tag all art as specified with artist name, title and list price or NFS
 - Assist with hanging art show in gallery space (Kreps or other)
 - Take down art show
 - Orchestrate return of all work to artists

- Art Sales & Fund Raisers
 - Assist with planning for events
 - Assist with implementation of event
 - Promotion and marketing of event school and community wide
 - Complete job assigned for event
 - Review event for future TA's/leaders

- Art Garden
 - Assist with clean up, weed patrol and trimming in the art garden
 - Assist with trash patrol in the art garden
 - Assist with décor if any down time in the art garden

- Administrative Support
 - Inventory all materials (film, paper, alternative technique supplies, etc) each grading period
 - Inventory all equipment (film developing, darkroom, alt technique,) each grading period
 - Inventory all Photo Books (levels 1, 2, 3, Advanced and AP at this time) each grading period
 - Inventory all Digital Darkroom materials and equipment (computers, scanners, printers, paper)
 - Make copies, update signs in room as requested
 - Hang displays in room coordinating with assignments as requested

CERAMICS / SCULPTURE

Prerequisite: Ceramics level 1 or higher, Sculpture level 1 or higher, or consent of instructor.

- I. Peer Teaching
 - Instruct using the pottery wheel
 - Instruct trimming
 - Instruct hand building techniques
 - Instruct glazing and surface decorating techniques
 - Instruct proper use of materials, equipment and tools
 - Instruct mixing glazes
 - Review course syllabus to support students

- II. Studio Maintenance
 - Mix glazes
 - Recycle clay
 - Load/unload kilns
 - Clean kiln shelves/coat with kiln wash
 - Clean equipment and tools as needed
 - Organize equipment, tools and materials as needed

- III. Website/ Instructional Resources
 - Help build, maintain and update class website
 - Help assemble, research instructional materials

- IV. Sales/Shows
 - Assist set up/monitoring and take down of sale events and shows
 - Assist making sales, promoting, packing

PAINTING AND DRAWING, GRAPHIC DESIGN OR ART EXPLORATIONS

Prerequisite: Art Explorations or Consent of Instructor

- **Peer Teaching**
Review procedures for students who need extra review.
Model techniques for students who may need extra examples
Help student with initial ideas and material choices.
Give valuable input to students who need informal feedback
Giving validation as a second set of eyes for project
Technology support in the arts for all students crossing over the medium to digital forms
- **Studio Set Up**
Prepare and organize materials for the day/lesson.
Maintain organization and supply of materials throughout the lesson.
- **Studio Take Down**
Oversee student clean up of working space.
Clean and put away any materials used in demonstration.
Clean space and/or put away any materials that have been forgotten by students
Regularly sort through and clean out or organize old materials
- **Art Exhibits**
Design and implement display cases at school with student work
Help with matting & framing student works
Organize work to prep for hanging
Tag all art as specified
Assist with hanging art show
Take down art show
- **Documentation of Artwork**
Help with physical organization shoot area
Help students organize and prepare work for shooting
Assist student and/or teacher in shooting of work
Assist in downloading of digital imagery and organization of digital files
- **Digital media and Website Development**
Create folders with assignments and student examples for sharing
Adjust images to correct formats for web loading
Orchestrate downloads and update information
Coordinate with other art disciplines for consistency