



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ART PREPARATOR</b>	<b>30</b>	<b>C</b>	<b>9.446</b>

Under general supervision, Art Preparators construct, operate and maintain equipment used in the Art Department, prepare art material, maintain art works and art material in an academic environment.

Install, operate and maintain gas-fired, wood-fired and electric kilns used in class and field ceramic and sculpture projects by consulting with kiln designers for proper installation; firing kilns requiring proficiency in loading unfired greenware and controlling and elevating interior temperatures from 1,400 to 2,350 degree Fahrenheit; and maintaining kilns by cleaning, repairing and adjusting for optimum efficiency.

Construct specialty kilns such as raku, burnout and wood-fired by fabricating brick and masonry structures; adapt structures to the required firing agency (propane, natural gas, or wood) and ensure that kilns operate within safety limits.

Operate and maintain clay processing equipment; mix and prepare clay bodies for use in ceramic and sculpture classes; mix controlled amounts of liquid and various clay bodies using pug mills, mixers and slip casting machines; maintain safety standards and limits.

Supervise work-study students engaged in clay preparation, loading and unloading kilns and general housekeeping tasks.

Purchase, store and handle jewelry/printmaking equipment and tools, clay, chemicals, glazes, sand and related tools and supplies; maintain equipment such as saws, sanders, and drills and welding and metal casting equipment in support of sculpture programs.

Provide instruction to students in ceramics, sculpture, drawing, painting and art education as a stand-in instructor and regularly demonstrate traditional pottery/wheel throwing techniques.

Perform curatorial duties by installing and dismantling exhibits; packing and unpacking artwork; checking for damage; making minor repairs and renovation to exhibit display fixtures; and observing security precautions while storing art works, equipment and supplies.

Assist staff during special events, programs, and exhibits by presenting public demonstrations of art activities such as clay building and kiln firing; and assist regional arts societies in the construction and firing of on-site kilns.

Perform routine inspections of art facilities to identify safety hazards, housekeeping problems and repairs, and initiate steps for corrective action.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of experience operating and maintaining gas-fired and electric fired kilns and preparing clay bodies, one year of which was in an academic setting; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** modern principles and techniques of operating and maintaining gas and electric fired kilns; physical and chemical properties of clay mixing materials; jewelry and print making tools and equipment; safety standards that apply to clay mixing, kiln firing and metal sculpture equipment. **General knowledge of:** materials, tools and equipment used in art instruction; masonry applicable to kiln structures. **Ability to:** detect general housekeeping, maintenance and safety problems in a public building; maintain storage of acetylene and oxygen tanks, and order refills for sculpture and jewelry use in the classroom; provide assistance during the process of pouring metal in the foundry; maintain material safety data sheet catalog, safety storage cabinets and facilitate the removal of hazardous material, and printmaking acid; maintain an inventory of video tapes, cameras, and art supplies for ceramics, printmaking sculpture, jewelry, drawing and painting; maintain and order safety equipment for art classes; provide assistance in photographing student artwork; effectively communicate with co-workers, students and the general public; read and comprehend written instructions, drawings and maintenance manuals; speak about methodologies related to art and modern art materials and equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** the operation and maintenance of gas and electric-fired kilns; methods, materials and equipment used to mix and fire clay bodies. **Working knowledge of:** special techniques used in handling art materials, tools and equipment; agency purchasing procedures; methods of packing and storing artwork and supplies; operation and maintenance of wood and metal shop hand and power tools; art exhibit preparation and installation. **Ability to:** repair furnishings and fixtures associated with exhibits and displays; perform public and classroom demonstrations; perform classroom instruction; construct brick and masonry kiln structures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

#### 9.446

ESTABLISHED: 7/1/64  
REVISED: 11/16/72  
REVISED: 7/1/91P  
11/29/90PC  
6/25/04PC