LAB MANAGER, INSTRUCTOR IN THE ARTS  
Arts and Humanities  
NYU Abu Dhabi

The Arts and Humanities at New York University Abu Dhabi seek to appoint a Lab Manager and Instructor in the Arts. This is a full-time academic support position suited for someone eager to join the Arts programs' team. The Lab Manager and Instructor in the Arts will be expected to manage and support day-to-day operations in the Interactive Media Lab and provide key technical, administrative, and academic support for production-based courses and programming. They will be required to assume leadership responsibilities within the Interactive Media program, including training and managing student monitors, supporting the budgeting and procurement processes, developing safety training materials, running workshops, and creating an optimal working environment for students and faculty. The Instructor will also be allotted time for work on their own projects to inspire and demonstrate the capabilities of the facilities of the Lab and Arts Center.

The principle responsibilities are:
- Academic support
  - Conduct workshops and safety training seminars in and outside of classes.
  - Train students, student lab monitors, and others on the proper and safe use of interactive media equipment and materials.
- Work directly with students to support the successful completion of class assignments and projects; lab management
  - Maintain equipment and tools and work with faculty and support staff to ensure that facilities are in functioning order for lab classes and open lab hours
  - Manage inventories, order supplies, and receive deliveries.
  - Regularly schedule and conduct maintenance of equipment and tools.
  - Actively participate in facilities and other committee meetings as required.
  - Work with faculty, staff and students to understand teaching and production goals and ensure the lab is designed to meet those needs.
  - Actively work towards making the lab and related IM facilities a safe and productive working environment; event and special project support
  - Work with Program Head and faculty to support and help produce program and Division events, performances, screenings, exhibitions, and other special projects like the end of semester shows; inventory and planning
  - Research vendors, specifications, and prices; evaluate practical need of equipment and consumables purchases.
  - Make recommendations and supervise/coordinate installations.
  - Work with Program Head and faculty to purchase equipment and consumables, make budget projections, and ensure the adequacy and availability of equipment and supplies; lab monitor supervision
  - Recruit, train, schedule, and supervise student employees.
  - Ensure that the Interactive Media Lab is open for posted hours and monitored appropriately; safety and training
  - Develop and conduct training sessions for students and faculty.
-Assess safety and security issues and maintain knowledge of protocols and regulations to ensure compliance with government and University health and safety regulations (e.g. OSHA, EPA, etc); and off-campus activities
-provide logistical, technical, and safety support for off-campus activities, including field trips, location-based screenings, performances, installations, and other program activities. Applicants must have a masters level degree (MPS or MFA preferred). Bachelors' degree may be accepted on a case-by-case basis. First-aid certification and OSHA training a plus.

Required work and related experience in university and/or equivalent setting providing instructional support for college-level students. Administrative and professional experience managing a production oriented digital fabrication facility, including program management, inventory, and staff supervision. Strong production, technical and/or fabrication skills, including a mastery of contemporary digital fabrication technologies and tools like 3d printers and laser cutters. Proven interpersonal, organizational, written and oral communications skills. Must demonstrate ability to exercise astute judgment, to take initiative, and to collaborate well with others. Significant professional experience working in a respective arts field, which should include a record of professional performances, exhibitions, screenings, etc.

Preferred experience in possessing an understanding of fundamental IM core competencies, specifically programming, physical computing, and multi-media production. Note: Some evening and weekend hours required.

Applications are due no later than April 15, 2016. The terms of employment are competitive and include housing and educational subsidies for children. Applications will be accepted immediately and candidates will be considered until the position is filled. To be considered, all applicants must submit a cover letter and a curriculum vitae in PDF format through the NYUAD online application portal. Please visit http://nyuad.nyu.edu/about/careers/faculty-positions.html for instructions and information on how to apply. If you have any questions, please e-mail nyuad.artsprograms.hiring@nyu.edu.

About NYUAD:
New York University has established itself as a Global Network University, a multi-site, organically connected network encompassing key global cities and idea capitals. The network has three foundational degree-granting campuses: New York, Abu Dhabi, and Shanghai, complimented by a network of eleven research and study-away sites across five continents. Faculty and students will circulate within this global network in pursuit of common research interests and the promotion of cross-cultural and interdisciplinary solutions for problems both local and global.

Entering its sixth year, NYU Abu Dhabi has recruited a cohort of faculty who are at once distinguished in their research and teaching. Our students are drawn from around the world and surpass all traditional recruitment benchmarks, both US and global. NYU Abu Dhabi’s highly selective liberal arts enterprise is complimented by an institute for advanced research, sponsoring cutting-edge projects across the Arts, Humanities, Social Sciences, Sciences, and Engineering.

EOE/Minorities/Females/Vet/Disabled