



CAREER OPENINGS

Fine Art Technical Assistant- Wood and Metal Workshop

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for the position of Technical Assistant in our Fine Art Department. This role is essential in supporting students, faculty, and staff by ensuring an organized and well-maintained environment.

Core Responsibilities:

- Oversee the cleanliness, organization, and functionality of the Sculpture Studio, Wood and Metal Workshop, including maintaining an inventory of tools, equipment, and machinery.
- Ensure all tools and equipment are in proper working condition for all workshops, performing routine maintenance and repairs as needed.
- Serve as the custodian of all workshop assets, keeping detailed records and tracking their usage and condition along with their repairs and maintenance.
- Assist studio instructors in facilitating technical aspects of teaching and, supporting classroom activities, and students with equipment operations and technical tasks related to the assignments.
- Collaborate with instructors to prepare and organize studio settings, including arranging or moving equipment and furniture as required.
- Ensure strict adherence to safety protocols for both personal and student use of tools, equipment, and machinery.
- Regularly inspect tools and equipment to identify and address potential hazards
- Ensure the security of all sculpture studios and workshop by locking and securing spaces after classes and activities.
- Support instructors by organizing and accompanying students on market visits to explore local markets, relevant vendors, shops, and suppliers in the city.

Qualifications:

- Minimum Intermediate degree
- Minimum 2-3 years of relevant work experience with an educational institution.

Required Skills:

- Proficiency in operating wood and metalworking tool
- Strong communication skills
- Strong interpersonal and team building skills
- Troubleshooting and repairing workshop machinery
- Attention to detail
- Creative problem-solving for unexpected challenges

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **Tuesday, 07th January 2025**. Only shortlisted candidates will be invited for interviews