

Department of Architecture Hourly Positions

The following is a list of hourly positions available for the Fall 2008 term. First preference is given to students enrolled in graduate programs in the Department of Architecture. Students with hourly positions are paid on a weekly basis, upon the submission of electronic time cards approved by the supervisor of the position. Students may combine two hourly positions (up to 10 hours per week each), or one hourly position plus a 1/2 TA or 1/2 RA appointment.

Archivist

A position dedicated to organizing the documentation of models, drawings, and other materials selected for the Department of Architecture Archives. Archivist will establish a schedule for collecting selected student materials at the end of each term, work in conjunction with a professional photographer, scan large format drawings, modify files to fit to meet necessary digital requirements, and upload files to the department's server. Position requires strong organizational skills, plus experience with Photoshop. Workload requires roughly 10 hours per week during the last month of each term and one month following the term when material is being collected and stored. Workload is roughly 2 hours per week during the remainder of the term when Archivist provides access to digital files for student's personal use. A two-semester commitment is required. Supervisor: Cynthia Stewart, stewart@mit.edu, ext. 3-4408, Room 7-337.

CNC Router Monitor

A position dedicated to the management of the CNC Router housed in the N51 woodshop. Position includes coordinating with designated instructor to give instruction to students, ordering parts and plywood, cleaning the area, trash removal, loading and updating programs into the computer. The position requires an understanding of AutoCAD, a familiarity with EZ Cam is helpful, and some understanding of the CNC router and cutting plywood on a table saw (trainable). Previous experience with the machine and/or enrollment in Professor Sass' RPL class is preferred. This position requires 10-15 hours per week, and requires a two-semester commitment. Supervisor: Chris Dewart, cbdewart@mit.edu, ext. 3-3289, Room N51-360.

Department Lecture Series Videographer/Editor

Involves filming and editing lectures in the architecture lecture series and editing videos for posting on the architecture website. Should have experience filming and editing videos, but some training will be required. Proficiency in video editing software preferred. This position requires a two-semester commitment, including IAP. Workload is 10-hours per week; schedule may be set with supervisor. Supervisor: Darren Bennett, darrenb@mit.edu, ext. 3-3613, Room 7-344.

Department Lecture Series Assistants

Senior Lecture Assistant: Supports the Department's Lecture Series and Department General Meetings. Will obtain audio-visual and other equipment to meet individual needs of speakers, arrange catering (food, beverages, tables), prepare individual event poster to be printed at CopyTech and send e-mail announcements, prepare posters and event mailers for mailing by MIT Mail Services, familiarize speakers with A/V features, make lecture hall presentable (clean blackboards, collect trash); hire a student to operate videocamera during lectures and to deliver audio and videotapes to Headquarters; hire and supervise helpers for high profile events; generally represents the School to speakers and the public; must be in lecture hall by 6:00 p.m. to greet speaker. Anticipated hours: 7-8 during lecture weeks, up to 10 hours in first two weeks for initial arrangements.

Junior Lecture Assistant: Supports Senior Lecture Assistant on lecture nights, must be in lecture hall at 6:00 p.m. to help greet speakers and set up hall; be prepared to direct traffic and supervise helpers during high profile events, set up reserved seating signs, be aware of other lecture arrangements, distribute posters at MIT and local schools, generally represent the Department to speakers and audience; help with lecture reminders especially in studios, and distribute posters to area schools. Anticipated hours: 3-5 hours in support of each lecture

Supervisor: Anne Simunovic, annesim@mit.edu, ext. 3-4412, Room 7-337.

Headquarters Admissions Assistants

Welcome Desk Assistant: To welcome new students to the Department of Architecture. Dates and times listed below. Mostly talking with them, giving them information, answering questions, and directing them to various parts of MIT.

August 25 (Monday) from 12-4
August 26 (Tuesday) from 12-4
August 27 (Wed.) from 2-4
August 28 (Thurs) from 2-4
August 29 (Fri) fro 9-4

Registration Day Assistant: Work with current students to get them all registered. Make sure all information is correct, signatures on the Registration Form, and direct them to the final registration point. Work from 9-4 on September 2, Tuesday, with time off to meet with their advisors. Will have more detailed instructions on that day. September 2 (Tues) Registration Day

On-Call Semester Tours: Give one hour tours of the Department of Architecture. Answer questions about the programs. Normally takes about one hour. Dates will vary and will be given a few days notice. Tours for prospective students are normally schedule at 10am and 1pm Thursdays or Fridays.

Interform Editing Lab (IEL) Monitor

The Interform Editing Lab (IEL) monitor aids students in printing, maintains a number of photographic printers, handles basic technical support in the lab and checks out equipment to students enrolled in VAP classes. The individual should be self-motivated, reliable, responsible, and have advanced computer skills. Specific computer skills needed are Mac OS X, Photoshop, scanning, digital photography and preferably some video software experience. This position requires a firm commitment to a set weekly schedule of 10 hours per week during the term. Supervisor: Dan Van Roekel, dvr@mit.edu, ext. 2-2797, Room N51-315H.

Rapid Prototyping Lab (RPL) Monitor

Will assist students with the printing of files on the ZCorp 3D printer and offer tutorials for the laser cutter. The student also provides weekly cleaning and maintenance of all machines in the RPL. Requires some skills in AutoCAD or Rhino to learn and support rapid prototyping machines in the department. Schedule varies weekly; may include some and nights and weekends. Preference given to students willing to commit to both Fall and Spring terms. Supervisor: Chris Dewart, cbdewart@mit.edu, Room N51-160.

Roving Photographer

Experienced photographer needed to document people, places, and events in the life of the department. Digital images to be submitted to headquarters, for use in Department publications, websites, Plasma exhibitions, etc., with appropriate permissions obtained by the photographer. Images become the property of the Department; however, wherever possible credit is given to the photographer. Position requires poise and discretion, good people and organizational skills. Requires attendance at Department Lecture Series, and other major department events as needed. Photographer must use personal digital camera of good quality and adequate flash capability. Supervisor: Anne Simunovic, annesim@mit.edu, ext. 3-4412, Room 7-337.

Shop Monitors

There are a number of monitor positions available to work in the Architecture N51 woodshop, most are dedicated to the N51 shop, but one is dedicated to the Building 7 Model Shop, and one to the Visual Arts

area. The N51 woodshop is open Monday – Thursday 9:00 a.m. to 10 p.m., Friday 9:00 a.m. to 5:00 p.m., and Saturday and Sunday 10 a.m. to 6:00 p.m.

Monitors will be required to open the shop, help students with work, disperse safety equipment, provide limited instruction with some tools and materials, identify problems with tools and machinery, and help with organization and clean-up of the facilities as part of the regular shift. Knowledge of woodworking machinery and model making experience is helpful. Each monitor will work one to three 4-hour shifts. Supervisor: Chris Dewart, cbdewart@mit.edu, ext 3-3289, Room N51-160.

SIGUS Assistant

Maintain and update the SIGUS website; update SIGUS display and prepare Plazma images from ongoing activities; handle arrangements for occasional visiting guests. Will assist in setting up annual January workshop abroad, special workshops and with ongoing research initiatives. Workload is up to ten hours per week; schedule may be set with supervisor. Experience with Dreamweaver is a big plus. Reinhard Goethert, ext. 3-2402, Room 9-369, rkg@mit.edu

Studio Upkeep Assistant

Works directly with the Facilities Manager as the first point of contact to maintain order and cleanliness of the Design Studios. Tasks include, but are not limited to, maintaining accurate seating plans of studio users; managing recycling and the collection of flammable and sharps waste; maintenance of an equitable distribution of seating, tables, and partitions throughout Design Studios; distribution of drawing boards; set-up and clean-up for reviews (including furniture, unconsumed food, etc.). In addition, the student participates in general studio cleanups at the end of every semester, including active participation in identifying the owners of property. May be called upon to help with special events such as setting thesis reviews and external reviews such as Visiting Committee. Work requirement is about 10 hours per week during the term, plus two 8-hour days at the end of each semester. Must be willing to remain at MIT for several days after the last studio review. Supervisor: Jim Harrington, lordjim@mit.edu, ext. 8-6061, Room 3-311.

VAP Darkroom Monitor

Student will help maintain the N51 Photography Darkroom facility. Will oversee the organization and cleanliness of the darkroom and help (30+) students work within these guidelines as well as see that all equipment is working properly. Will also educate students on how to use the facilities and use them safely in scheduled workshops at the beginning of the semester. Will order supplies and chemicals and track the use of funds for these purposes. Student must complete all necessary training through the office of Environmental Health and Safety, and will monitor the darkroom to insure that all users are performing safe practices and that chemicals are being disposed of as mandated by regulations. Position is a 10-hour per week commitment; schedule may be sent with supervisor. Co-supervisors: Andrea Frank, afrank@mit.edu, ext. 3-5862, Room N51-315A, and visiting faculty member Robert Knight. *term.*

7/17/08