

Department of Architecture Hourly Positions

The following is a list of hourly positions available for the 2009-2010 academic year, and pay a salary of \$15/hour. The positions are available for both semesters, unless otherwise noted. 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

The videographer films all of the lectures for the Department of Architecture during the Fall and Spring terms, and then edits each lecture down to short sample clips for the department website. A representative from the audio/visual department sets up and dismantles the equipment before and after the lecture series, although the videographer should arrive approximately ten to fifteen minutes before the start of the lecture to ensure that all of the equipment is set up properly with sufficient tapes and a power source that will last the duration of the lecture. Lectures tend to start approximately fifteen minutes after their published time, and are followed by a short Q+A session, also taped.

Editing clips for the department website is typically done during the semester and/or term breaks using either Final Cut Pro or iMovie, which can be found on most of the computers in and around CRON. Unless requested by the department, it is not necessary to upload the entire lectures from the MiniDV tapes, except only those excerpts that are to be uploaded online. Examples from previous years can be found currently on the department website. Afterwards, the tapes should be returned to the department for archiving. 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, prepares 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 represent 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 as a backup to senior lecture assistant, distribute posters at MIT and local schools, generally represent the Department to speakers and audience; help with lecture reminders especially in studios. Anticipated hours: 3-5 hours in support of each lecture.

Both Lecture Series Assistant positions require a two-semester commitment.

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

Headquarters Registration/Tour Assistants

Welcome Desk Assistant (Fall term only): To welcome new students to the Department of Architecture. Dates and times listed below. Assistants welcome students, provide information, answer questions, and direct them to various parts of MIT.

August 25 (Monday): 12-4
August 26 (Tuesday): 12-4
August 27 (Wednesday): 2-4
August 28 (Thursday): 2-4
August 29 (Friday): 9-4

Registration Day Assistants: Work with current students to help them with the registration process. Make sure all information is correct, check signatures on the Registration Form, and direct students to the final registration point. Work from 9-4 on Monday, February 2, with time off to meet with advisor. Will have more detailed instructions on that 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 Plasma 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 up 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. Supervisor: Andrea Frank, afrank@mit.edu, ext. 3-5862, Room N51-344.