

### Job Description

<b>Job Title:</b>	Technician Instructor in Photography
<b>Responsible To:</b>	Assistant Area Head for Art & Design
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	Actual Salary £15,498 - £16,899 Full-time Salary £26,269 - £28,644
<b>Date of last review:</b>	July 2024

### **Purpose Statement:**

To support the provision of photography programmes and activities in Art & Design. To ensure all teaching and learning related materials needed for studio, location and dark room-based photography sessions are prepared in a timely manner and that materials and equipment are stocked and maintained appropriately. To undertake technical demonstrations and provide technical instruction to Art & Design students in studio and darkroom processes.

### **Main Duties & Responsibilities:**

<b>1</b>	To order and maintain stock of consumables and materials required to run photography sessions. To plan and keep up to date records of budget expenditure related to photography resources.
<b>2</b>	To maintain working areas to the required standard of cleanliness and order.
<b>3</b>	To support the Art & Design department to reduce its carbon footprint by seeking out opportunities to use ethically sourced and sustainable materials and by managing effective recycling systems. To ensure effective and responsible disposal of chemical waste products.
<b>4</b>	To provide classroom support and technical guidance for teaching staff and learners during photography sessions.
<b>5</b>	To deliver technical skills demonstrations and provide technical instruction for student groups in photography-based techniques and processes.
<b>6</b>	To oversee the use and maintenance of photography equipment and the organisation of machine and equipment servicing.
<b>7</b>	To ensure good health and safety practices by adhering to local area codes of practices and all other related College Health & Safety policies, including completion of Portable Appliance Testing on electrical equipment.
<b>8</b>	To undertake administrative tasks that are relevant to the work area and proactively liaise with teaching staff to ensure effective communication and teamwork.
<b>9</b>	To attend and participate in team meetings and other meetings as required by the Area Head.
<b>10</b>	To develop and update personal professional expertise in the relevant areas.

11	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
12	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

### Person Specification

**Job Title:** Technician Instructor in Photography

Qualifications	Essential	Desirable	How is this assessed?
Education to Level 3 or above and/or a professional qualification in relevant subject area or equivalent	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Education to degree level or above and/or a professional qualification in relevant subject area or equivalent.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of ordering and maintaining stock and stock control, including film stock, chemicals and photographic supplies.	✓		A / I
Experience of working in a teaching and learning role.		✓	A / I
Experience of working in a photographic studio and darkroom environment.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
The ability to provide effective technical demonstrations and instruction to student groups to help them improve their photographic skills and knowledge.	✓		I / T
An understanding of effective pedagogy in Further Education or a willingness to develop this through CPD.	✓		I / T
A confident understanding of a variety of photography studio lighting set-ups and of studio organisation, maintenance and workflow.	✓		A / I / T
Knowledge of chemical processing of film stock and of exposing and processing images in a working darkroom.	✓		A / I / T

Awareness of Health & Safety in the darkroom and correct management of darkroom consumables.	✓		A / I
Ability to trouble shoot basic issues with stock cameras (Canon/Nikon/Pentax).	✓		I / T
Competent information technology skills, including ability to use Microsoft Office applications.	✓		A / I
Good time management/organisational skills.	✓		A / I
Good understanding of editing & preparing digital imagery including the use of Adobe Photoshop & Lightroom.		✓	A / I
Excellent interpersonal, verbal and written communication skills.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test