

Job Description: Art Technician

Role Specific

1. To prepare classes for practical activities and to ensure Art materials are available for learners to use.
2. To take delivery of art material/ supplies and stack/store correctly.
3. Provision of a store service and art materials and equipment booking system
4. Maintain stock records.
5. Provision of technical advice and assistance to staff and students engaged on practical or assignment work.
6. To provide support across other workshops and teams within the Creative Division during department specific/ College projects.
7. To ensure satisfactory standards of safety and security are maintained and work to health & safety requirements, attending training seminars as required.
8. Keeping work areas organised and tidy, ensuring safe and easy access to Art equipment and materials.
9. Transporting equipment/materials as necessary to and from sites, venues and classrooms.
10. Undertake any other duties that may be reasonably required, commensurate with the grade and scope of this post and agreed with the relevant line manager. This may include supporting College events which may be outside normal hours of work.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Person Specification: Art Technician

| Person Specification | Art Technician |
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| Qualifications and Attainments | Essential / Desirable |
| Minimum GCSE grade C (or equivalent) in Maths and English | Essential |
| Level 3 (or equivalent) qualification in relevant subject area (Art or Media) | Essential |
| Training, Experience and Knowledge | |
| Must demonstrate an interest in Art and be willing to take part in training opportunities to promote self-improvement, knowledge and skill base | Essential |
| Ability to follow work tasks unsupervised | Essential |
| Ability to organise Art supplies | Essential |
| Knowledge and understanding of safe working in within a practical environment. | Essential |
| Personal Skills and Attitudes | |
| IT Skills | Essential |
| Display initiative, be positive and enthusiastic | Essential |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance | Essential |
| Possess excellent communication skills | Essential |
| Be a team player | Essential |
| Demonstrate a commitment to the process of continuous review and improvement | Essential |
| Suitability to work with children, young people and/or vulnerable adults | Essential |
| Flexible approach to working times in line with the College | Essential |
| Must have awareness for Art workshop equipment, methods and procedures | Essential |