



## Job Description

### Visual & Performing Arts Technician (Visual Arts)

<b>Job Purpose:</b>	To provide technical support to the Visual & Performing Arts department, with specific responsibilities to Art and Photography, in order to provide and maintain a high quality offer to students. The postholder will work closely with other Visual & Performing Arts technicians.
<b>Responsible to:</b>	Head of Visual & Performing Arts
<b>Salary:</b>	Scale 3 of Support Staff Salary spine 3-6 (pro-rata).
<b>Hours of Work:</b>	Full time, Term Time only – 37 hours per week, including Twilight working.
<b>Holidays:</b>	College Holidays
<b>Pension:</b>	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

#### Key Responsibilities:

- To provide technical support to teachers and students in the Visual Arts Department, particularly in the areas of art and photography
- To maintain a central equipment base for Visual Arts courses.
- To be responsible for the up-dating of Health and Safety documentation
- To prepare teaching areas for taught sessions
- To clean, maintain and store equipment and materials, ensuring that the studios and darkrooms are in good order at all times
- To manage the use and disposal of chemicals for use in the darkrooms
- To control, maintain and distribute stock in order to promote access for students, advising Course Team Leaders on orders and liaising with the College Shop
- To co-ordinate booking systems for equipment as necessary
- To monitor the storage, loan & collection of coursework
- To Photograph student work and keep an updated picture library for college marketing purposes
- To mount exhibitions and displays of work under the direction of the Head of Department
- To assist departmental staff with delivering Health and Safety inductions and advise staff and students on matters related to Health and Safety
- To attend team meetings as required
- To demonstrate techniques and processes to students as required
- To liaise with other technical support staff in an attempt to avoid the duplication of jobs, seek support from other specialists and share good practice
- To contribute to review and self-assessment

#### General:

- To take part in the College's Performance Review and Development Scheme (PRD)
- To be responsible for health and safety within areas of own responsibility
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people
- To observe the college's commitment to equal opportunities
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• A Levels, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• A higher level qualification</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with Art &amp; Photography equipment and materials in a studio environment or similar</li> <li>• Up-to-date knowledge of products, techniques and processes</li> <li>• Good knowledge of PC and Mac hardware and software, digital cameras and drawing tablets</li> <li>• Experience of working with 16 – 19 age group</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/knowledge of working in an educational environment</li> <li>• Prior technician experience</li> </ul>
<b>Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• First Aid Trained or willingness to undertake First Aid training</li> <li>• A high degree of proficiency with the technical requirements of the courses supported</li> <li>• Accuracy and care with equipment</li> <li>• High level of safety awareness</li> <li>• An understanding of basic stock control</li> <li>• Knowledge of ceramic processes, with ability to fire electric kilns</li> <li>• Clear and accurate written communication</li> <li>• Excellent organisational skills with the ability to prioritise</li> <li>• Good communication, numeracy and IT skills</li> <li>• Ability to multi-task and to be flexible</li> <li>• Ability to work as part of a team</li> <li>• Ability to work independently, proactively and complete tasks with the minimum of supervision</li> <li>• Ability to work calmly under pressure, often to tight deadlines</li> <li>• Ability to understand and anticipate the needs of teachers and students</li> <li>• Ability to motivate and support young people</li> <li>• A commitment to deliver an excellent standard of service</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to train as a minibus driver if required</li> <li>• An understanding of health and safety and COSHH legislation</li> <li>• Basic carpentry skills</li> <li>• A good understanding of photography and related processes</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A good standard of general fitness and good health is required due to the nature of this role, which requires some manual handling.</li> <li>• Interest and enthusiasm for practical work in Visual Arts</li> <li>• Excellent reliability and punctuality</li> <li>• Flexible approach to working hours and availability to support weekly twilight sessions</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> </ul>	

Last Reviewed	November 2021
Reviewed by	Ruth Laslett