

## **Job Description for Visual Arts Technician**

---

**Responsible to:** Head of School

**Based at:** New College Bradford

### **OVERALL PURPOSE OF THE POST**

---

- To support the College by providing assistance to students and staff in their use of equipment and materials within the Visual Arts area.

### **MAIN DUTIES**

---

- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the areas (dealing with queries/providing help and guidance as required).
- Assist with group practical sessions.
- Give practical assistance to individual students.
- Assist creative subjects with exhibitions and displays.
- Manage the booking out system for photographic equipment
- Offer induction and tutorial sessions as well as further learning support to both staff and students in the use of both Apple Mac hardware and creative software.
- Offer induction sessions and further learning support to staff/students in using the photographic darkrooms.
- Prepare a variety of materials for coursework projects, including the cleaning of printmaking screens and putting on fresh images for both Printing and Etching students (any necessary training will be given).
- Ensure equipment is kept in good working order, providing general maintenance and reporting any faulty equipment to the appropriate person.
- The maintaining of sewing machines and other textiles equipment.
- Safe handling of chemicals and darkroom maintenance.
- Safe maintenance of the photographic studio.
- Assist in maintaining a supply of materials for relevant subject areas, ordering goods as required.
- Support students in their use of computer software (any necessary training will be given).
- Maintain a learning environment in which students and staff can work effectively.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with line management.
- Undertake other duties as requested.

*There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post-holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Visual Arts Technician

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<input type="checkbox"/> A background in a creative environment.	<input type="checkbox"/> Skills in at least one aspect of Art and Design.
<b>Education and Training</b>	<input type="checkbox"/> Willingness to undertake further training relevant to the post.	<input type="checkbox"/> A qualification in an area of Art and Design. <input type="checkbox"/> Evidence of training relevant to the post.
<b>Special Skills and Knowledge</b>	<input type="checkbox"/> Confidence in working with students in the 16-18 age range. <input type="checkbox"/> Knowledge of Art, Printmaking and Textiles. <input type="checkbox"/> Familiarity in using IT equipment. <input type="checkbox"/> An aptitude for learning new skills quickly.	<input type="checkbox"/> Good IT skills. <input type="checkbox"/> Knowledge of Photography.
<b>Personal Skills and Qualities</b>	<input type="checkbox"/> Enthusiasm for the role. <input type="checkbox"/> Ability to communicate at all levels. <input type="checkbox"/> Excellent organisational skills. <input type="checkbox"/> An ability to see a task through to completion.	
<b>Additional Factors</b>	<input type="checkbox"/> Ability to work independently or as part of a team. <input type="checkbox"/> An interest in the education sector. <input type="checkbox"/> A supportive and empathetic approach to students. <input type="checkbox"/> Flexible approach to work. <input type="checkbox"/> Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.	

