



Job Description

JOB TITLE:	Art & Design Technician
	Established: FT
HOURS:	37 Hours
REPORTS TO:	Head of Department - Creative & Performing Arts
RESPONSIBLE FOR:	Supporting the delivery of high quality teaching and effective learning through technical support.
CAMPUS:	Windsor
JOB PURPOSE:	To provide first class technical support for students and staff within the Art & Design subject areas

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Join and support a successful Art & Design team, contributing to the delivery of practical teaching and learning across a range of creative disciplines.
2. Provide technical support for Art & Design programmes including 3D Design, Ceramics, Interior Design, Textiles, Fashion and related specialist areas.
3. Prepare, maintain and organise workshops, studios, equipment and storage areas, ensuring they remain safe, clean and fit for purpose.
4. Support staff and students in the safe use of specialist equipment, tools, machinery and materials, including ceramics, mould making, casting, woodworking and textile processes.
5. Assist in the preparation of materials and resources for practical lessons, workshops, exhibitions and assessments.
6. Provide technical guidance and support for student projects, particularly in 3D design, model making, ceramics, mould making and casting processes.
7. Operate and maintain specialist workshop equipment, including kilns, casting equipment, woodworking tools, sewing machines and associated resources.

8. Maintain stock levels, equipment inventories and technical documentation, and support the ordering of materials and consumables.
9. Ensure compliance with Health & Safety regulations, including risk assessments, COSHH requirements and safe working practices.
10. Support the installation and presentation of exhibitions, showcases, open events and College-wide activities.
11. Maintain professional and technical knowledge through ongoing training and development.
12. Undertake any other duties commensurate with the grading of the post as may reasonably be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
Art & Design Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Qualification in Art & Design, 3D Design, Ceramics, Product Design, Fashion, Textiles, Interior Design or a related creative discipline.	✓		AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in English or equivalent. (please state this in your application)		✓	AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in Mathematics or equivalent. (please state this in your application)		✓	AF
EXPERIENCE			
Experience working within Art & Design, creative workshops or educational studio environments.	✓		AF / IV
SKILLS / KNOWLEDGE / ABILITIES			
Knowledge of a range of Art & Design disciplines, materials and processes.	✓		AF/IV
Experience working with 3D design processes, model making or workshop practices.	✓		AF/IV
Specialist knowledge of ceramics, mould making and casting techniques.	✓		
Experience of kiln operation, glazing and ceramics studio management.		✓	
Experience of woodworking, laser cutting or digital fabrication processes.		✓	
Experience of textiles, fashion construction and sewing equipment.		✓	
Knowledge of CAD, Adobe Creative Suite or digital design software.		✓	
Ability to maintain equipment, manage stock levels and organise workshop resources.	✓		AF/IV
Knowledge of Health & Safety regulations, COSHH requirements and safe workshop practice.		✓	
Proficient IT skills, including knowledge of Microsoft Office, Premiere Pro, digital video cameras and QLab		✓	AF/IV
Proven ability to meet deadlines and targets.	✓		AF/IV
Ability to support students and staff in the safe use of specialist equipment, tools and materials.	✓		AF/IV

Proven verbal & written communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	✓		AF/IV
Be highly organised, methodical and have a flexible approach to working practices	✓		AF/IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation