

Job title:	Creative Industries Technician (Media, Arts & Design)
Reports to:	Senior Technician
Business area:	Media, Art and Design
Responsibility for others:	N/A

JOB DESCRIPTION

Purpose and context:

To assist in the development, organisation and delivery of the curriculum and provide relevant technical support and coordinate the development, maintenance and use of resources to support teaching and learning in these areas.

To assist in the delivery of the curriculum by demonstration/instruction to students on projects and assignments to facilitate learning including classroom and practical demonstrations and preparation to enhance and consolidate student learning, skills and knowledge.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Duties and responsibilities:

Undertake the role of Technician in order to support both staff and students within the Creative Industries department and co-ordinate the timely preparation of materials and equipment for practical work.

Ensure that the Media and Art studio areas, workshops conform to current Health and Safety requirements / professional standards and provide learners and staff with an appropriate working environment.

Manage an efficient resource system and ensure resources are returned and prepared ready for next use.

To assist with the organisation, exhibition and presentation of students' work in Art and Design and across college.

To be involved in delivery areas as technical support or as a demonstrator as appropriate and according to the skill-set of the technician. Key areas could include:

Maintaining and preparing media technology equipment including cameras, sound equipment, galley lights

- Assisting in Photographic studio and media recording areas.
- Preparation and cleaning of screen-printing screens and associated equipment.
- Preparation of 3D materials and processes.
- Preparing and resourcing the photographic darkroom.
- Assisting students in the use of fashion and textiles technologies.

- Operating and advising on preparation of artwork for the laser cutter.
- Demonstration of appropriate working practices.
- IT facilities – running simple maintenance tasks such as clearing desk-tops and providing assistance with simple support techniques such as scanning and printing.
- Managing the colour printing requirements for students.

Carry out routine maintenance of equipment within the department including the coordination of maintenance contracts for technical equipment.

Working with the Senior Technician to co-ordinate and keep records of Risk Assessments for the procedures carried out by teaching staff and PAT testing of equipment. Develop codes of practice for the studios and be the guardian of these codes at all times.

Obtain competitive quotes and complete documentation required for the ordering of materials and equipment and consumables under the direction of the budget holder (Head of Curriculum) Maintain records of these including responsibility for petty cash accounts / and submission of records to finance.

To assist with appropriate technician duties in other areas of the Creative Industries department as required.

Implement appropriate quality management and assurance systems in accordance with college policy.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Creative Industries Technician (Media, Arts & Design)		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> Educated to GCSE grade A* - C / 9 - 4 in English and Maths or equivalent Level 5 qualification in Media, Art & Design or relevant area Safeguarding Awareness and Prevent training (or to be completed within one month of appointment)	Essential Desirable Desirable	Application Interview Application
<u>Relevant Experience:</u> Previous experience of working as a technician within an Media, Art and Design department or relevant post Experience of Health and Safety procedures including PAT testing, Risk Assessments Use of IT in Creative Industries e.g. Apple and windows based OS An understanding of Exhibition set up An understanding of the requirements of Media, Art and Design studios Experience of assisting in the production of different Media, Art subjects Have an understanding of the materials used within the Creative industries Carry out routine maintenance of specialist equipment within the Creative Industries department Experience of running studio equipment e.g media/photography and competent use of tools and equipment e.g. laser cutter, jigsaw, sander etc.	Essential Essential Desirable Essential Essential Essential Essential Essential	Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> A good understanding of equipment associated with Media, Art and Design and Textiles Be able to maintain and operate equipment within an Creative Industries Department Good organisational skills – be able to deal with changing demands and prioritise workloads Good interpersonal skills – be able to work as part of a team The ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential Essential Essential Essential Essential	Application, Interview Application, Interview Interview Interview Interview, References

<u>Additional Factors:</u>		
Ability to work to tight deadlines	Essential	Interview
Flexible approach to working practices	Essential	Interview
Commitment to providing a quality service	Essential	Interview
Able to learn quickly and adapt to change	Essential	Interview
Must be available to work unsocial hours	Essential	Interview
Must be able to work on own initiative without supervision	Essential	Interview
A commitment to the principles of Equality & Diversity	Essential	Interview
As the College is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.