

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION/ PERSON SPECIFICATION
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POST	Established Arts Technician
DEPARTMENT	Arts and Community Learning
GRADE	Scale 1
REPORTS TO	Art Technician Team Leader
DIRECT REPORTS	None
WORKING PATTERN	Full time including occasional evening/ weekend working

JOB PURPOSE

- To provide specialist technical and maintenance support to curriculum delivery in area(s) of expertise, including demonstration of skills and techniques.
- To provide general technical and maintenance support across the department, including Parkshot and Hillcroft campuses.
- To assist the Art Technician Team Leader in general technical and maintenance support to co-ordinate the services of the technical support team, including shop and materials sales activities.
- To carry out duties with due regard for Health and Safety, COSHH and Risk Assessment policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES

- Work with the Art Technician Team Leader to ensure the needs of all areas are met, and achieve high levels of customer service and satisfaction.
- Prepare studios and workshops to ensure appropriate equipment and materials are available for courses, with a flexibility to respond to and support other facilities and technicians within the art school.
- Ensure studios and equipment are kept safe, clean, and well maintained, complying with health and safety regulations and ensuring that planned maintenance schedules are followed, sink traps cleared etc. Demonstrate, where able, specialist techniques and equipment and assist, when required, in the training of others.
- Maintain accurate records of equipment inventory, repairs, and maintenance activities. Keep track of artwork and its location, ensuring proper storage, handling, and cataloguing.
- Assist with the development and implementation of a curriculum support and maintenance services action plan.
- Assist with the purchasing, repair and maintenance of equipment and supplies across the department.
- Organize and maintain art studios and workspaces, ensuring they are clean, well-stocked, and safe. Assist the Art Technician Team Leader in managing the art supplies inventory, place orders, and keep track of expenditures within allocated budgets.
- Provide support to tutors and learners with technical queries and issues. Work with art teachers during classes and workshops. Assist students with technical aspects of their projects, provide feedback, and offer guidance on proper techniques and materials.
- Supervise learners' use of equipment and facilities as appropriate.
- Assist tutors and students in preparing artwork for exhibitions, presentations, or other college events. This may involve framing, mounting, labelling, and documenting artwork, as well as ensuring appropriate display arrangements.

- Ensure compliance with health and safety regulations in art studios and workshops. Identify potential hazards and implement safety measures, such as providing safety equipment and conducting regular Risk Assessments as required.
- Comply with COSHH regulations ensuring substances and chemicals are handled and stored appropriately.
- Assist the Art Technician Team Leader in curation and stock control in the Gallery shop, act as sales assistant in the shop as required, and assist in liaising with artists to administer commission payments.
- Prepare sample materials and resources for tutors upon request and assist in the preparation and sale of materials during materials shop opening hours.
- Assist the Art Technician Team Leader in monitoring the Helpdesk and ensure that requests from staff are prioritised and dealt with in a timely manner.
- Provide informal advice and guidance to students on College events and activities.
- Stay updated on the latest art techniques, materials, and technological advancements relevant to the field. Attend workshops and training sessions to enhance technical knowledge and skills.

General Duties:

- To commit to ongoing professional development by undertaking job related training.
- To contribute to the planning and development of the service as a member of the team.
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas.
- To actively promote the College's Safeguarding policy and be aware of your responsibilities to report concerns.
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College.

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the essential requirements shown below and will also ideally hold the listed desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	KNOWLEDGE			
1	Knowledge in one or more specialist arts areas	✓		AF & I
2	Knowledge of Health and safety regulations and practices related to art studios and workshops	✓		AF & I
3	Commitment to Equality and Diversity, Safeguarding and Prevent	✓		AF & I

	ABILITIES/SKILLS/EXPERIENCE			
4	Experience of providing technical support in a similar setting in one or more specialist art areas		✓	AF & I
5	Experience of providing good customer service	✓		
6	Ability to work both independently and collaboratively as part of a team	✓		I
7	Basic written and numeracy skills	✓		AF
8	Good verbal communication skills	✓		I
9	Basic IT skills	✓		AF
10	Able to problem solve and work with minimum supervision, using initiative when required	✓		I
11	Able to organise and prioritise time and workload to meet competing deadlines	✓		AF & I
12	Experience of implementing and monitoring Health and Safety, and COSHH regulations, procedures, and practices		✓	AF & I
13	Experience of carrying out and reviewing risk assessments		✓	I
14	Experience of curating exhibitions		✓	I
15	Broad interest in the arts	✓		I
	QUALIFICATION			
16	Relevant professional qualification		✓	AF
17	Minimum of level 2 in English and Maths	✓		AF
18	Health and safety qualification or evidence of CPD		✓	AF
19	Hold and maintain a valid First Aid at Work certificate, or willingness to participate in training	✓		AF & I