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**Technician in Visual Art and Media**

**Job Description**

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| **Area** | **:** | **Faculty of The Arts and Academic Studies** |

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| **Salary** | **:** | **£21,179 - £23,667 *(pro rata per annum)*** |

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| **Hours of Work** ***(Full-time/Part-time)*** | **:** | **15** |

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| **Line Manager** | **:** | **Assistant Director – Visual and Performing Arts**  |

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| **Responsibility for** | : | The preparation, storage and maintenance of materials and equipment within the Curriculum Area; |
|  | ::: | Ensuring safe working practices in accordance with Health and Safety legislation via student demonstrations;Carry out risk assessments for technical activities; *and*Promoting the welfare of children and young people. |

**Main Purpose of Job:**

To provide assistance to staff and students in the classrooms, workshops, studios and self-study in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer

satisfaction

* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Faculty of The Arts and Academic Studies.

**Key Duties and Responsibilities:**

1. Reflect the vision, mission, aims and values of the college.
2. Support the teaching staff through the preparation and maintenance of material and equipment to help support cross college events, including Performing Arts shows, open evenings, and other events as they arise.
3. Support students in the learning environment by maintaining appropriate resources and understanding their use e.g. lighting and sound equipment, audio visual, staging, backdrops, theatre setup including seating for events.
4. Ensure electronic data is managed and stored appropriately; ensuring regular back-ups are performed.
5. Booking out equipment using the college booking system.
6. Order and record stock purchases.
7. Maintain and repair equipment within the Curriculum Area including Pat Testing
8. Maintain records and implement the Health & Safety Policy.
9. Provide customer care with regard to enquires from members of the public.
10. Ensure documentation for IR ordering/Risk Assessment/Asset monitoring are in place and managed.
11. Coordinate the curriculum areas, displays/marketing/screen/visuals
12. Monitoring the budget for the Performing Arts orders.
13. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and

 proactive approach to work.

1. Keep work areas clean and tidy.

Generic

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Technician in Visual Art and Media**

**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview & Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |
| * Educated to level 3 or equivalent in Visual Arts *(Media and/or Photography)* related subject
 | **✓** |  |  |  | **✓** |  |
| * GCSE Grade C *(4/5)* Maths and English
 | **✓** |  |  |  | **✓** |  |
| Desirable |
| * Evidence of on-going professional development
 | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** |
| Essential |
| * Ability to confidently demonstrate use of equipment to students
 |  | **✓** | **✓** |  |  |  |
| * Working knowledge of deploying and maintaining Visual Arts equipment (e.g. lights, cable management, etc)
 |  | **✓** | **✓** |  |  | **✓** |
| * Good working knowledge of events management
 | **✓** | **✓** |  |  |  | **✓** |
| * Appropriate level of digital literacy
 | **✓** |  | **✓** |  |  |  |
| Desirable |
| * Qualified PAT tester
 | **✓** | **✓** | **✓** |  |  |  |
| * IOSH trained
 | **✓** |  |  |  | **✓** |  |
| * First Aid Trainer
 | **✓** |  |  |  | **✓** |  |
| * Working knowledge of WYSIWYG
 | **✓** |  |  |  | **✓** |  |
| * Driving license, for transport of equipment to events.
 | **✓** |  |  |  |  |  |
| **Personal Attributes** |
| Essential |
| * Excellent communication skills
 |  |  | **✓** |  |  | **✓** |
| * Excellent team player with a can-do attitude
 |  |  | **✓** |  |  | **✓** |
| * A desire to support staff to teach effectively
 |  |  | **✓** |  |  |  |
| * Commitment to on-going professional development
 |  |  | **✓** |  |  |  |
| * Flexibility and ability to work under pressure
 |  |  | **✓** |  |  |  |
| **Other Requirements for Employment**  |
| Essential  |
| * Enhanced DBS check
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Updated: March 2023