|  |  |  |  |
| --- | --- | --- | --- |
| **Job description** | | | |
| **1.** | **Post** | **16.17HVA66** | |
| 1.1 | Post: | **Visual Arts Technician** | |
| 1.2 | Divisional Area: | Visual arts, Digital arts | |
| 1.3 | Line Manager: | Head of Visual Arts | |
|  | Responsible For: | No line management responsibility | |
| 1.5 | Location: | 1-10 Keeley Street, Covent Garden, London, WC2B 4BA. The post holder may be required to work at other locations. | |
| 1.6 | Hourly Rate: | £13.49 per hour | |
| 1.7 | Hours/Days of Work: | Variable: 6 – 12 hours per week  Set day/hours Friday 10-5pm (6hrs) and up to an additional 6hrs per week (days flexible) | |
| 2. | Main purpose of the Job | | |
|  | To provide technical support in the visual arts area including filmmaking, animation, graphics & interior design over multiple studios | | |
| **3.** | **Main Activities and Responsibilities** | | |
| 3.1  3.1a | Carry out responsibilities as directed under the supervision of the Head of Visual Arts and work co-operatively with the rest of the technician team and the wider Visual Arts team.  Provide technical support to tutors and students in the Programme area. | | |
| 3.2 | Weekly maintenance of communal studios, ensuring the spaces and equipment are safe, tidy and in full working order. | | |
| 3.3 | To prepare materials and equipment for courses as required, liaising frequently with the tutor team. | | |
| 3.4 | Undertake maintenance and repairs to equipment or arrange external specialist maintenance/repairs. | | |
| 3.5 | Order stock as appropriate and in line with allocated materials budget, check deliveries and invoices and arrange for the suitable and safe storage of materials. | | |
| 3.6 | Purchasing equipment and software and liaising with suppliers | | |
| 3.7 | Installing new software, updates and administering software licensing | | |
| 3.8 | Monitor health and safety within the studio, update health and safety data sheets; supervise the implementation of PAT testing and research and implement health and safety procedures. | | |
| 3.9 | Organise, manage and moving the laptop trolleys, scanners and printer across multiple studios and make sure that all laptops are charged and updated. | | |
| 3.10 | Be available, subject to negotiation, at certain periods throughout the year to help prepare, mount and dismantle Visual Arts exhibitions. | | |
| 3.11 | Attend relevant training events and meetings as required. | | |
| 3.12 | Promote equality and diversity, health and safety, safeguarding, quality and an outstanding student experience. | | |
| 3.13 | Promote the best interests of City Lit, working in accordance with and promoting all appropriate policies and procedures. | | |
| 3.14 | Any other duties as appropriate to the post. | | |
| 4. | Selection Criteria **Essential Criteria** | | **Your application should show evidence that demonstrates that you:** |
| 4.1 | **Qualifications** | | A degree or professional (or equivalent) qualification appropriate to the post |
| 4.2 | **Experience** | | At least 2 years recent experience:  Working as a technician (or equivalent) in a digital and/or graphic studio environment including working with HD video cameras; with working knowledge of the latest versions of Final Cut Pro X, iStopMotion and Adobe Creative Cloud.  Experience managing an organised workplace and keeping on top of equipment and materials.  General networking experience (including Wifi and Ethernet setup) and troubleshooting experience with both Mac and PC platforms.. |
| 4.3 | **Interest in relevant subject areas** | | Enthusiasm and evidence of interest in the relevant subject areas. |
| 4.4 | **Written & verbal skills** | | Effective written and verbal communication skills. |
| 4.5 | **Teamwork** | | Excellent interpersonal skills with proven ability to work as part of a team. |
| 4.6 | **Organisational skills** | | Proven ability to work on own initiative, organise and prioritise work, and meet deadlines. |
| 4.7 | **Administration skills** | | Good IT skills including the ability to use Microsoft Word, Excel, e-mail, and both PC & Mac platforms |
| 4.8 | **You can keep learning and improving** | | Learn from experience. Take responsibility for your own development. |
| 4.9 | **Customer care** | | Support and foster a good working relationship with students and tutors to enable them to deliver excellent customer care. |
| 4.10 | **You can promote equality and**  **diversity** | | Commitment to and knowledge of equality and diversity issues. |

|  |  |  |  |
| --- | --- | --- | --- |
| 4.11 | **Health & safety** | Maintain a safe and tidy studio and take responsibility for its upkeep, reporting any Health and Safety issues to the Head of Programme  Commitment to and knowledge of health & safety issues in a workshop. | |
| 4.12 | **Safeguarding** | Commitment to and knowledge of safeguarding. | |
| **5.** | **How to apply** | | |
|  | Please complete our online application form using the following web link: <https://sfp.citylit.ac.uk/CityLit/Default.aspx>  Closing date: **23:59, Wednesday 16 August 2017**  Interview date: **Wednesday 23 August 2017**  Please refer to the guidance notes when completing the application form. | | |
| **6.** | **Statutory requirements** | | |
| 6.1 | Prior to the commencement of any employment City Lit has a statutory duty to verify your right to work in the United Kingdom, your identity and any qualifications claimed in support of an application. | | |
| **7.** | **Contractual requirements** | | |
| 7.1 | This post is subject to the successful completion of a probationary period of employment in accordance with the probationary procedure. | | |
| **8.** | **Our values** | | |
|  | Collaborate  Create  Transform  Our values support our mission and vision.  We expect our staff to work by and promote our values as we believe this contributes to our success. These values underpin our selection criteria; therefore, we aim to appoint people who can display an understanding of our values and how they relate to our mission, vision and strategic objectives during the recruitment process. | | |
|  | Job description created: | | June 2017 |