

SENIOR ART AND DESIGN TECHNICIAN

JOB DESCRIPTION

Responsible to: The Arts College Director

Principal Role:

- To lead a group of 5 technicians and undertake annual performance management of the art and design support team
- To support the art and design and design technology curriculum areas to facilitate excellent teaching and learning. This includes the ordering, making up and setting out of materials and equipment, assisting staff and students during lessons and ensuring a safe and clean working environment
- The role also includes coordinating the arts college contribution to the whole school particularly with display and cross curricular projects and also a key role in the major exhibitions of the arts college

Primary Tasks :

The following is a guide to the tasks expected; it is not exhaustive:

- Preparation and delivery to workshop/studios of materials and equipment for practical lessons. Discuss and list requirements for each member of teaching staff, prepare and arrange materials & equipment in time for the beginning of lessons
- Occasional cutting and preparing of resistant material resources, e.g., class sets of lino blocks, canvasses, etc
- Collection of the above, checking and returning to stores
- Continual audit of renewable and non-renewable equipment and materials
- Maintaining resources, e.g., machinery, including routine repairs
- Management of Health & Safety checks to all machines and studio environments
- Auditing stock, record keeping, ordering and checking deliveries of materials (in consultation with the Arts College Director)
- Up-dating & reconciling Excel spreadsheet budget
- Enquiries and routine communication with suppliers
- Organising and storing resources, materials and equipment
- Routine maintenance and cleaning of studio spaces, equipment and additional rooms, including the disposal of waste materials
- Management of cleaning staff, in consultation with the caretaker
- Supporting staff and pupils in the making of studio resolutions. Consultation on practical process and material limitations/ possibilities
- Supervision of & support for exhibitions and year-round whole school displays of artwork
- To continue personal development as agreed in performance management
- To engage actively in the performance review process
To address the performance management targets set by the line manager
- To oversee staff performance management and training and to maintain training records

Personal Qualities and Skills

- Ability to work well in a large team and lead a small team
- Ability to communicate effectively with staff and students
- Ability to work flexibly and on own initiative
- Ability to prioritise own workload
- Excellent attention to detail and quality
- A good sense of humour
- Excellent organisational skills
- Excellent manual skills
- Sound IT skills (Word, Excel, Photoshop)

Education and experience

- Degree level education or equivalent in art and design
- Appropriate Health & Safety knowledge and/or qualifications