



## **JOB DESCRIPTION**

<b>Job Title:</b>	Art Technician - Textiles
<b>Date:</b>	January 2025
<b>Department:</b>	Art
<b>Reports To:</b>	Head of Art

### **Purpose of the Position:**

The Art Technician's main responsibility is to provide support to teachers in the Art Department and to liaise with the other technicians in order to ensure the efficient running of the Art School's day-to-day programme of extra-curricular activities, enrichment workshops and timetabled lessons.

Within this context, the Art Technician will be a committed and professional member of the team in the Art School enhancing the excellent reputation of the Art department

Someone with a can-do attitude, drive, flair, a team-spirit and patience is expected. The successful candidate need not hold an Art Degree though an interest and practical Textile sewing skills are important.

### **Main Tasks and Responsibilities:**

- Offering technical support in lesson to students if directed by the lead art teacher/technician.
- Providing the preparation of screens for Textile and Art screen - printing, which would include screen-stripping, coating, and exposure.
- Maintenance and upkeep of studio spaces and delegated equipment across the department including maintenance of the textile studios sewing machines, ensuring equipment across the department works correctly.
- Sourcing, ordering & collection of art materials, organisation of equipment storage and art supplies.
- Preparation of dyes, inks, paints along with preparation of project resources, e.g. patterns, cutting fabrics, photocopying

It is envisaged that duties will be conducted on the basis of their given priority and with assistance from the Lead Technician and the Head of Art.

### **Person Specification**

#### **Education Attainment**

A Degree or Diploma in a fashion/textile field is desirable though not essential. Specialist knowledge and experience of sewing and textiles and Screen -Printing would be an advantage.

#### **Knowledge and Experience**

- Knowledge of Art and Textile Materials and Equipment
- Understanding and awareness of Health and Safety practice.
- Relative order and tidiness in the Art School studios
- Experience working in a school environment/with young people

#### **Essential**

- Skilled in practical multi-tasking.
- Knowledge and experience of sewing, use of a sewing machine, garment

#### **Desirable**

- Practical problem-solving
- A tangible interest in Art and Teaching
- Team orientated

<p>construction, fashion/textiles- screen printing and pattern cutting.</p> <p><b>Art</b></p>	<ul style="list-style-type: none"> <li>• Empathy, care, resilience and understanding</li> <li>• IT skills</li> <li>• A specialism in Textiles and or screen Printed textiles.</li> </ul>
<p><b>Skills and Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils</li> <li>• Organised and self-motivated, with a proven record for meeting targets and deadlines</li> <li>• Able to perform well, maintain professionalism, display patience and politeness whilst under pressure</li> <li>• Dedicated team-player, who strives for excellence and leads by example</li> <li>• Tactful and discreet, whilst mindful of observing Safeguarding and professional standards</li> <li>• Displays a smart and professional appearance, representing the College in a positive manner</li> <li>• Well-developed problem-solving skills</li> <li>• Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development</li> <li>• High level of accuracy and attention to detail</li> <li>• Self-motivated and able to work alone without direction</li> <li>• Adaptable and flexible with working patterns when required</li> <li>• Committed to contributing towards the College community</li> <li>• Practical and constructional</li> </ul> <p><b>Essential Values, Behaviours and Attitudes</b></p> <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Integrity</li> <li>• Respect</li> <li>• Responsibility</li> <li>• Courage</li> </ul> <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.