

JOB DESCRIPTION

Job Title: Art Technician
Responsible to: Head of Expressive Arts

Main Function of Post:

To support the Art & Design Department in facilitating excellent teaching and learning. To provide technical support to the Art & Design Department, by the preparation of equipment and materials for lessons and displays. To undertake a practical health and safety role for each course within the Department.

Responsibilities/Duties:

To draw up and maintain an inventory of equipment for the Art & Design Department

To order materials and equipment via normal College procedure, as required and authorised by the Head of Department and updating the PRS budget spreadsheet accordingly

Enquiries and routine communication with suppliers

To prepare materials for Art & Design lessons, as requested by each member of the department, using the appropriate equipment

Supporting staff and students in the making of project work: consultation on practical process and material limitations/possibilities, physical involvement in support of making ambitious studio pieces

To undertake daily tasks as directed by the Head of Department, using the technician request system

To demonstrate the use of equipment to students during lessons, as requested by the appropriate member of staff and under their direction

To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of cupboards, draws and shelves. To liaise with premises staff or the cleaning supervisor if the standard of cleaning falls below an acceptable level

To ensure all materials and equipment are stored securely after use

To ensure all students' work and unused material is returned to the appropriate storage area

To assist in preparing classroom and corridor displays and supervision of & support for the End of Year Exhibition by UAL and A-Level students

To arrange for the regular safety inspections of all equipment

To ensure each teaching area is locked and secure when not in use

To maintain a record of the Department's risk assessments

To undertake daily visual checks of all equipment before it is used by students

To report all Health and Safety hazards to the Head of Department

To ensure departmental first aid boxes are kept up to date and stocked

Management of Health & Safety checks for all machines and studio environments

To undertake other tasks reasonably requested by Departmental teaching staff in accordance with the post holder's skills and qualifications