

## JOB DESCRIPTION

**Job Title:** Art Technician

**Line Manager:** i) Heads of Department  
ii) Office Manager

### Summary of Job

To work as a member of a team providing technician support to the Art Department and, on occasion, other areas of the Creative Arts and Recreation Division.

### Responsibilities

1. Liaising with teaching staff re lessons, so that it is clear what resources will be required
2. Preparing and setting up/checking materials and equipment for use in practical classes. Setting up demonstrations. Retrieving and clearing away equipment.
3. Supporting teachers/exam staff in the preparation and setting up of practical examinations/assessments: maintaining confidentiality as required.
4. Support for the department during events. This will include basic construction for exhibitions and displays for events our Open Evening, and end of year exhibition.
5. General maintenance (including cleaning) of classrooms and equipment. This will be a large part of the role. Reporting faults to the Head of Department. Repairing equipment within personal specialism or liaising with the other technicians re any external repairs required.
6. Ensuring the safe and organized storage of materials, equipment and student work as agreed with teaching staff
7. Assisting in practical classes, with individual students or small groups, as directed by a member of staff. In the event of a teaching staff absence, distributing pre-set work to students but **not** teaching classes.
8. Helping students outside of their class time with technical processes and equipment, as directed by staff
9. Maintaining stock levels in specialist subject areas, notifying the other technician of any shortages
10. Disposal of waste materials as directed, in accordance with established guidelines.
11. Participating in the maintenance of satisfactory standards of health, safety and security in relation to the Creative Arts Division in accordance with College Policy. Work with the other technician to maintain records of health and safety checks and measures.
12. Undertaking paid (by the College)/in-house training, as required, to help support technical provision.
13. To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding.
14. To do other tasks as reasonably requested by the Principal from time to time. Other appropriate technician duties as requested by the appropriate Head of Department, Course Leader or Director of Division.

NB This job description may be varied according to the needs of the College from time to time.