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| **Job Title:** | Photography/Graphics/Art & Design Technician  | **Post No:** |  |
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| **Curriculum Area:** | Art & Design  | **Department/****Team:** | Photography/Art & Design  |

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| **Reports to (job):** | Curriculum Leader Art & Design  |
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| **Responsible for (jobs):** | Supporting Teachers and Students with Art & Design, Graphics and Photography within the Department  |

# Job Purpose

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| The post holder will report to the Curriculum Leader for Art & Design. The role encompasses supporting the teaching of Photography, Graphics and Art & Design level 2/3/4, (A Level and Vocational courses and also HNC/HND) and day to day duties to ensure the smooth running of Art and Design and Photography within different courses. All College employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the College. |

**Main Responsibilities**

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| 1. | Support staff and students in the use of art & design and photography equipment and facilities. |
| 2. | Support and maintain the photography and graphics classrooms, dark room and studios and assist staff and students in use. |
| 3. | Organisation of resources including monitoring and ordering of stock and safe storage of materials |
| 4. | Assist in the day-to-day duties within the photography, graphics and art and design areas. |
| 5. | Booking in and out of equipment |
| 6. | Maintain health and safety requirements within the technical area. |
| 7. | Provide support for staff, students and colleagues and work as a point of contact for relevant areas/workshops. |
| 8. | Setting up graphics, art & design and photography studios/studio lighting/photography equipment ready for sessions |
| 9. | Support and contribute towards creative effective displays and exhibitions |
| 10. | Assists and advise the Curriculum Leader in issues relating to resourcing, training needs, service issues and other areas as necessary. |
| 11. | Demonstration of technical skills to support students in workshops |
| 12. | Use of Photoshop (and other Adobe applications), printing and scanning and general studio duties, safe practices e,g. cutting and mounting, spray mounting, lighting etc.  |
| 13. | Back up of memory cards and battery recharging |
| 14.  | Work flexibly, undertake such other tasks as may be required or directed from time to time to meet the needs of the College. |
| 15.  | To take part in and support students in trips/photo walks as required  |
| 16. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 17. | Undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 18.  | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 19. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 20. | \*\*To participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * Good IT skills to include Adobe Applications
* Experience of using of common Windows packages, e.g. Word, Excel, Powerpoint
* Have an awareness of health and safety regulations and how they apply to the post
* Technical competences in analogue and digital cameras and settings
 | * Technical competence in Photoshop – (Illustrator/InDesign)
* Knowledge of moving and handling procedures
* Technical competence in operational functions of a Photographic Dark room
* Technical competences in studio lighting
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| Skills  | * Ability to improvise, learn quickly and manage a broad variety of tasks
* Ability to meet deadlines and work under pressure
* Strong interpersonal skills and good communicator
* Organised and flexible
* Good numeracy / literacy skills to level 2
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| Experience | * Background in creative working practices, especially Digital and Photographic
* Qualification in a creative discipline eg Art, Photography, Design
 | * Relevant experience in a college or similar environment
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| Special working requirements | * Willingness to participate in development and training opportunities
* A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group
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