



## JOB DESCRIPTION ART AND PHOTOGRAPHY TECHNICIAN

**Name:**

**Scale: 2A**

**Responsible to: Team Leader of Art**

**Job Purpose: To provide technician support to staff and students in the Art Department**

### Main Duties and Responsibilities

1. To ensure supply of routine materials, for example inks and paints, and cut paper and, where required to clean after lessons.
2. To attend to the preparation of special requests for materials.
3. To prepare materials and equipment for screen and lino printing, clean equipment after use and assist students during the printing process.
4. To prepare silks for steaming and maintain steaming equipment.
5. To arrange display of departmental work throughout the department and school and mounts work for display, exams and student portfolios.
6. To construct and maintain equipment as required.
7. To assist teachers in the classroom with practical work.
8. To carry out annual stock check, review stock held, discuss position with Head of Department and agree what is to be ordered. To prepare orders and pass order to Finance Office for action.
9. To receive payments for items sold to students and payments for organised departmental trips. Pass all payments to Finance Officer on daily basis.
10. To carry out general clerical support duties, take and receive messages and arrange photocopying.
11. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
12. To undertake other duties of a similar level and responsibility as may be required from time to time.

**Employee Signature:**

**Line Manager Signature:**

Signed: .....

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Date: .....

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Council England

