

Job Description

Visual Arts & Performance Technician (Visual Arts)

Job Purpose:	To provide technical support to the Visual Arts & Performance department, with specific responsibilities to Art and Photography, in order to provide and maintain a high quality offer to students. The postholder will work closely with other Visual Arts & Performance technicians.
Responsible to:	Head of Visual Arts & Performance
Salary:	Scale 3 of Support Staff Salary spine 5-7 (pro-rata).
Hours of Work:	Per your employment contract. Term Time Only, including Twilight working.
Holidays:	College Holidays
Pension:	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

- To provide technical support to teachers and students in the Visual Arts Department, particularly in the areas of art and photography
- To maintain a central equipment base for Visual Arts courses.
- To be responsible for the up-dating of Health and Safety documentation
- To prepare teaching areas for taught sessions
- To clean, maintain and store equipment and materials, ensuring that the studios and darkrooms are in good order at all times
- To manage the use and disposal of chemicals for use in the darkrooms
- To control, maintain and distribute stock in order to promote access for students, advising Course Team Leaders on orders and liaising with the College Shop
- To co-ordinate booking systems for equipment as necessary
- To monitor the storage, loan & collection of coursework
- To Photograph student work and keep an updated picture library for college marketing purposes
- To mount exhibitions and displays of work under the direction of the Head of Department
- To assist departmental staff with delivering Health and Safety inductions and advise staff and students on matters related to Health and Safety
- To attend team meetings as required
- To demonstrate techniques and processes to students as required
- To liaise with other technical support staff in an attempt to avoid the duplication of jobs, seek support from other specialists and share good practice
- To contribute to review and self-assessment

General:

- To take part in the College's Performance Review and Development Scheme (PRD)
- To be responsible for health and safety within areas of own responsibility
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people
- To observe the college's commitment to equal opportunities
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	• A Levels, or equivalent	• A higher level qualification
Relevant Experience	• Experience of working with Art & Photography equipment and materials in a studio environment or similar • Up-to-date knowledge of products, techniques and processes • Good knowledge of PC and Mac hardware and software, digital cameras and drawing tablets • Experience of working with 16 – 19 age group	• Experience/knowledge of working in an educational environment • Prior technician experience
Skills/ Aptitudes	• First Aid Trained or willingness to undertake First Aid training • A high degree of proficiency with the technical requirements of the courses supported • Accuracy and care with equipment • High level of safety awareness • An understanding of basic stock control • Knowledge of ceramic processes, with ability to fire electric kilns • Clear and accurate written communication • Excellent organisational skills with the ability to prioritise • Good communication, numeracy and IT skills • Ability to multi-task and to be flexible • Ability to work as part of a team • Ability to work independently, proactively and complete tasks with the minimum of supervision • Ability to work calmly under pressure, often to tight deadlines • Ability to understand and anticipate the needs of teachers and students • Ability to motivate and support young people • A commitment to deliver an excellent standard of service	• Willingness to train as a minibuss driver if required • An understanding of health and safety and COSHH legislation • Basic carpentry skills • A good understanding of photography and related processes
Other requirements	• A good standard of general fitness and good health is required due to the nature of this role, which requires some manual handling. • Interest and enthusiasm for practical work in Visual Arts • Excellent reliability and punctuality • Flexible approach to working hours and availability to support weekly twilight sessions • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people	

Last Reviewed	December 2025
Reviewed by	Ruth Laslett