



Required to start as soon as possible

VISUAL ARTS TECHNICIAN (ART/TEXTILES) - Fixed term, term time only

We are seeking to appoint a suitably qualified and experienced technician to support the practical work in our well-equipped and busy Visual Arts Department. The successful candidate will join the Technician team, which is managed by the Media and Arts Technician Manager. On a day-to-day basis they will work to the requirements of the Head of the Visual Arts Department, in liaison with the Media and Arts Technician Manager.

The post will be fixed term working 39 weeks a year (term time plus 1 day). The fixed term nature of the role is due to a current member of staff's temporary reduction in hours.

The role is contracted for 19 hours per week, Monday 8:15-16:00 (including half hour unpaid lunch break), Tuesday 9:40-17:40 (including half hour unpaid lunch break) and Wednesday 8:15-12:30.

Pay, pensions and safeguarding

The pro rata salary for this post is £9,120 per annum and includes 4.7 weeks of holiday pay. This salary is based on point 26 within grade 5 of the support staff pay spine for which the current full time salary is £21,133 per annum.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.5% of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

The Visual Arts Department

The person appointed will primarily be responsible for supporting the practical work in the Visual Arts Department. The department has a very high reputation for quality, is extremely popular and is expanding. It is a friendly and supportive department but is often extremely busy and hectic with over 750 students. The majority of these students are on AS and A2 level courses. There are two large studios used for the Art and Textiles courses and two for Photography (with a darkroom) plus an area for the Graphics course. There are IT facilities for creative digital art and photographic work.

Although the schedule of work is largely directed by the demands of the students' practical work, there is a need for the technician to be able to work largely independently and manage their own time effectively. They will work closely with the teaching staff in the area and with the three other Visual Arts Technicians. In addition the person appointed may sometimes work with other technicians, as part of a technician team on cross-curricular courses, or to cover for busy periods and absence.

There will be opportunities for individual training and development, which is encouraged through the College induction and staff development programmes.

HOW TO APPLY

For details of how to submit your application, please visit our website
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

The deadline for receipt of applications is **9:00am on Thursday 30 August 2018**

Interviews will take place on **Monday 10 September 2018.**

For applicants who are invited to the selection process there will be ample opportunity to learn more about our provision and needs through discussions with staff.

July 2018

PERSON SPECIFICATION

JOB TITLE: Visual Arts Technician

RESPONSIBLE TO: Media and Arts Technician Manager

We are looking for someone who can show evidence of the skills, experience and attributes described below

	Essential	Desirable	Method of assessment on interview day
Qualifications			
1. Educated to at least GCE A level in Art with at least 6 months experience of working in an organised Art environment OR at least two years relevant experience working in an Art or similar environment.	✓		Application / Certificates / Reference
Skills in the following areas			
2. Practical art and textiles skills and the ability to adapt and develop materials and techniques.	✓		Application / Interview / Assessment
3. Good IT skills and experience of digital art and photographic processes and printers together with the use of Microsoft Office applications and good skills in Adobe Photoshop.	✓		Application / Interview / Assessment
4. Organising and ordering of materials, equipment, resources	✓		Application / Interview /
5. Minor repairs and adaptations of materials and equipment	✓		Application / Interview /
6. Maintaining a safe clean / clear working environment and practising Health and Safety in a Visual Arts environment.	✓		Application / Interview /
7. Good practical photographic skills		✓	Application / Interview /
Knowledge and experience of:			
8. Knowledge and experience of how to contribute to and work effectively within a team environment.	✓		Application / Interview
9. Previous experience as a technician in an educational environment.		✓	Application / Interview
Experience of and the ability to:			
10. Communicate effectively in 1:1 or small group situations in order to explain a technique or concept.	✓		Application / Interview / Assessment
11. Work independently and use initiative in dealing with requests.	✓		Application / Interview
12. Prioritise and organise time effectively and work positively in response to a high workload or requests made at short notice.	✓		Application / Interview / Assessment
13. Work flexibly with regards to daily start, finish and break times (distribution of hours is subject to change annually with prior notice given).	✓		Application / Interview
14. Manually lift and handle reasonably heavy objects and materials (easels, display boards, packs of card etc.) using safe manual handling techniques	✓		Application / Interview
Other			
1. An empathy with young people studying practical visual arts at sixth form level and a desire to provide a service to support their practical needs.	✓		Application / Interview / Assessment
2. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy.	✓		Application / Interview
3. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Application / Interview

JOB DESCRIPTION

POST TITLE:	Visual Arts Technician
RESPONSIBLE TO:	Media and Arts Technician Manager
GRADE 5	19 hours per week; 39 weeks per year (term time plus 1 day)

PURPOSE OF JOB:

Servicing the practical work in the Art and Textiles areas, but at times will also be required to assist in Photography.

SPECIFIC DUTIES:

- Ensure studios are fully prepared for each session.
- Keep working areas safe, clean & clear as far as possible
- On-going cleaning of art equipment and surfaces.
- Keep resource areas tidy and resources in good and safe condition
- Maintain effective and efficient storage of student work
- Support students with their two and three dimensional art work when required – including demonstrating and monitoring students in techniques and technical processes.
- Support students and staff with IT related Digital Visual Art work and assist with the development of digital work in the Department.
- Prepare mounts and templates.
- Mix inks and prepare screens for printing. Cut paper and other materials
- Put up display screens (involves some lifting). Set up and take down display work and assist in the mounting of exhibition work where and when necessary e.g. Open Evenings and end of year show.
- Frame, label and display Visual Art work around the college
- Small scale DIY work - making and adapting of equipment etc.
- Organise, catalogue and tidy stock and resources
- Maintain and develop the visual resources of the department.
- Identify low stock levels, prepare and process orders. Receive & check deliveries against orders. Move deliveries from delivery point to studios (requires some lifting).
- Undertake research to maintain current awareness of practical techniques and to ensure efficiency in resource purchasing and provision
- Liaise with the HOD and other staff in the Art, Textiles and Photography areas.
- Liaise with local galleries and other organisations when required.
- Maintain the Health & Safety aspects of the area; including COSHH and risk assessments, information sheets and notices, practical advice sheets, accident and incident records etc.
- Offer advice to staff and students on Health & Safety matters when necessary. Monitor groups of students to ensure safe practise in the practical areas.
- Work together with and assist the photography technicians where required and fill in for these posts when necessary.
- Other duties of a technical nature including other technical work around the college or related to art work, as required

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

July 2018