



VISUAL ARTS (PHOTOGRAPHY) TECHNICIAN

Permanent, Full time, Term Time Only (TTO)

Required to start as soon as possible

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 Arts Technician team, which is managed by the Visual Arts Studio Manager. They will work to the requirements of the Studio Manager, in liaison with the Head of the Visual Arts Department.

The position is largely based in the Photography and Graphics studios but will also be required to offer support to the other Visual Arts courses (Art and Textiles) when needed.

The Visual Arts Department

The person appointed will primarily be responsible for supporting the practical work in the Visual Arts Department. 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 studios for Art & Textiles, Graphics and Photography (with a darkroom), with 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 independently at times and manage their own workload effectively. They will work closely with the teaching staff in the area and with the other Visual Arts Technicians. In addition, the person appointed may sometimes work with other technicians in the College 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.

Contract details:

- **Permanent**
- **Term Time Only, 39 weeks per year** (term time plus 1 day to be worked during the college holidays)
- **Full time: 38 hours per week**
- **Normal working pattern:** Monday 8:10-16:30; Tuesday 8:10 - 17:40; Wednesday and Thursday 8:10-16:15; and Friday 8:10-14:10
- **Salary: £22,782 per annum** (based on spine point 11 of grade 4 in the Support Staff pay spine for which full-time salary is £26, 097 per annum).
- **Salary increases annually up to £24,922 over 3 years** (based on a full-time salary £28,549 per annum)
- **5.2 weeks holiday pay** included in pro rata salary



HOW TO APPLY

For details of how to submit your application, please visit our website - [working for us](#).

1. **Please complete Parts 1 and 2 of the job application which can be found on our website.**
2. **Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.** Please note that applicants will be shortlisted 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.
3. **Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).
4. **Your personal statement should specifically address the criteria which have been highlighted in orange** in the person specification, as candidates will be shortlisted on the basis of these particular criteria. Please see below in the Person specification section.

Closing date: Monday 13 January 2025

Interviews: Monday 20 January 2025

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>

Please see Job Description and Person Specification below:



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PERSON SPECIFICATION

JOB TITLE: Visual Arts Technician (Photography)

RESPONSIBLE TO: Visual Arts Studio Manager

	Essential	Desirable	Method of assessment on interview day
Qualifications			
1. Educated to at least GCE A level in a visual arts-based subject with at least 6 months experience of working in an organised photographic/visual arts environment or at least two years relevant experience working in a photographic/visual arts environment.	✓		Application / Certificates / Reference
Skills in the following areas			
2. Practical photographic skills in the use of digital and film cameras, enlargers and lighting equipment	✓		Application/ Interview / Assessment
3. Good IT skills and experience of digital image 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. Maintaining a safe clean / clear working environment and practising Health and Safety in a Visual Arts environment.	✓		Application / Interview /
6. Good practical art & textiles skills		✓	Application / Interview /
Knowledge and experience of:			
7. Knowledge and experience of how to contribute to and work effectively within a team environment.	✓		Application / Interview
8. Previous experience as a technician in an educational environment.		✓	Application / Interview
Experience of and the ability to:			



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9. Communicate effectively in 1:1 or small group situations in order to explain a technique or concept.	✓		Application / Interview / Assessment
10. Prioritise and organise time effectively and work positively in response to a high workload or requests made at short notice.	✓		Application / Interview / Assessment
11. 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
12. Manually lift and handle reasonably heavy objects and materials (enlargers, display boards, packs of card etc.) using safe manual handling techniques	✓		Application / Interview
Other			
13. 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
14. 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
15. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Application / Interview



JOB DESCRIPTION

POST TITLE: Visual Arts Technician (Photography)

RESPONSIBLE TO: Visual Arts Studio Manager

GRADE 4 38 hours per week; 39 weeks per year (term time plus 1 days)

PURPOSE OF JOB:

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

SPECIFIC DUTIES:

- Ensure studios are fully prepared for each session
- Keep working areas safe, clean & clear.
- Keep resource areas tidy and resources in good condition
- Maintain effective and efficient storage of student work
- Support students with their practical Visual Arts work including demonstrating and assisting in techniques and technical processes.
- Support IT related work & assist with digital/graphics based practical work.
- Prepare and cut mounts and templates
- Mix photographic chemicals, toners and dyes. Bulk Film loading. Cut paper and other materials.
- Put up display screens (involves some lifting) and assist in the mounting of exhibition work e.g. Open evening & end of year show. Frame, label & display art/ photography work around the college.
- Small scale DIY work – making, mending and adapting of equipment etc.
- Organise, catalogue and tidy stock and resources.
- Maintain and develop the resources of the department.
- Develop and maintain efficient secure systems for recording loans of equipment to students
- Develop guide/instructional material for the students
- 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 Photography, Art & Textiles areas.
- Liaise with local galleries when required.



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- 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 other Visual Arts 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.