

JOB DESCRIPTION

JOB TITLE:	Bookbinding Technician – 0.2
DEPARTMENT:	Visual Arts
REPORTS TO:	Head of Programme for Contemporary Crafts
OVERVIEW OF THE JOB	
To support the Bookbinding area by ensuring the smooth running of the department. Take responsibility for stocks, room upkeep, equipment maintenance and associated administrative duties.	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Support	<ul style="list-style-type: none"> • Provide technical support to tutors and students in the Bookbinding programme area. • Organise and contribute to the management of the Bookbinding studio as required. • Be a key liaison for the install and de-rig of exhibitions in the City Lit Gallery.
Quality	<ul style="list-style-type: none"> • Weekly maintenance of communal studios, ensuring the spaces and equipment are safe, tidy and in full working order. • Undertake maintenance and repairs to equipment or arrange external specialist maintenance/repairs. • Monitor health and safety within the studio, update health and safety data sheets; supervise the implementation of COSHH, PAT testing and research and implement health and safety procedures.
Stock and Equipment Management	<ul style="list-style-type: none"> • Order stock as appropriate, in line with allocated materials budget, check deliveries and invoices, and arrange for the suitable and safe storage of materials. • Arrange and control storage of materials.
Training and other	<ul style="list-style-type: none"> • Attend relevant training events and meetings as required. • Promote equality and diversity, health and safety, safeguarding, quality and an outstanding student experience. • Promote the best interests of City Lit, working in accordance with and promoting all appropriate policies and procedures. • Any other duties as appropriate to the post including cover support for areas within the School of Visual Arts.

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INSPIRING PASSIONS · REALISING AMBITIONS

KNOWLEDGE / SKILLS / ATTRIBUTES REQUIRED	EXPERIENCE / QUALIFICATIONS REQUIRED
<ul style="list-style-type: none">• A degree or qualification or professional experience appropriate to the post• Knowledge of supportive work in a studio environment.• Health and Safety certificate / manual handling certificate desirable.	<p>Essential Criteria:</p> <ul style="list-style-type: none">• Experience of working as a technician in a busy studio environment including preparation of materials.• Experience placing and checking orders.• Experience managing an organised workplace and keeping on top of stock levels.• Demonstrable ability to work constructively within a team.• Demonstrable ability to coordinate heavy workloads and prioritise to meet deadlines.• Willingness to innovate and creatively problem solve.• Ability to use digital technologies to support effective working methods.

Hours of Work:	0.2, 1 day per week
Pay:	£4,752 per annum