

JOB DESCRIPTION

JOB TITLE:	Ceramics Technician – 0.4
DEPARTMENT:	Visual Arts
REPORTS TO:	Head of Programme for Contemporary Crafts
OVERVIEW OF THE JOB	
To support the Ceramics 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 ceramics programme area. • To pack, unpack and fire kilns, undertake clay reclaim • Work with the other ceramics technicians on stock-taking of materials, preparation of orders, checking of deliveries and invoices. • Organise and contribute to the management of the ceramic studio as required, liaising with the other ceramic technicians. • Support the installation of exhibitions as requested, on and off site. • Work co-operatively with the rest of the ceramics team and within the wider Visual Arts team.
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.

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"> • Knowledge of ceramic technology, procedures, functions and practices, clay and glaze chemistry the operation of electric kilns, wheels, mixers and power tools. • Understanding and experience of COSHH regulations within the ceramic studio • Experience of working as a ceramics technician in a busy studio environment and preparing materials. • Experience placing and checking orders • Experience managing an organised workplace and keeping on top of stock levels • The ability to undertake a variety of manual handling tasks involving materials and equipment. • Good interpersonal skills with the ability to work flexibly as part of a team. • 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:	0.4, 2 days per week
Pay:	£9,504 per annum