

JOB DESCRIPTION

JOB TITLE:	Photography Technician – 0.6 (12-month fixed term contract)
DEPARTMENT:	Visual Arts
REPORTS TO:	Head of Programme for 2D Studies
OVERVIEW OF THE JOB	
To support the 2D studies programme area with a focus on the photographic provision at City Lit by ensuring the effective operation of the studios and other appropriate technical areas, together with responsibility for studio maintenance and related administrative duties. To carry out responsibilities as directed under the supervision of the Head of 2D studies and work co-operatively with the rest of the coordination and technician team within Visual Arts.	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Support	<ul style="list-style-type: none"> Take a leading role in supporting the effective operation of photography studio. Provide technical support to tutors and students in the Programme area. Prepare materials and equipment for courses as required, liaising frequently with the tutor 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. Purchase equipment and liaise with suppliers. Install new software, updates and administer software licensing. As required, move the laptop trolley(s), scanner and printer across multiple studios and make sure that all equipment is in good working order.
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
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<ul style="list-style-type: none"> • Have a degree or professional qualification (or equivalent) relevant to photography. • Up-to-date subject knowledge (specifically Adobe) • A minimum of 1 years' appropriate experience. • Knowledge of setting up and facilitating a photographic studio environment. • Experience in offering technical support 	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Experience of professional photography. • Knowledge of Apple/Microsoft computers and software.. • Have proven experience of team work. • Can identify and support studios improvements. • Effective verbal and written communication skills. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Experience of working as a photography technician within an educational environment. • Experience in a digital and/or graphic studio environment including working with the latest Photographic, video and digital equipment including software. • Knowledge and experience in implementing stock taking provisions.
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Hours of Work:	21 hours per week. Working pattern to be agreed.
Pay:	£14,256 per annum (£23,760 FTE)