

Job description

Eastbourne College is seeking an art technician who will work within The Casson Art School at Eastbourne College to support the Art and Photography departments. The art technician will work closely with teaching staff and pupils to support the delivery of the curriculum and enable us to maintain the high standard of creative work we currently produce.

The Casson Art School houses specialist ceramics facilities and a key feature of the technician’s role will be maintaining these as well as providing technical assistance for pupils who often produce ambitious outcomes in this discipline.

We are looking for someone with creative energy and passion for art, craft and design. The technician will need excellent organisational skills and good interpersonal skills. We encourage all staff in the department to maintain their own creative practice, even on a small scale as this can be highly beneficial to share with pupils. In return, we will support your personal development.

Job Title: Art Technician

Responsible to: Head of Art

Job summary: To work closely with teaching staff and pupils to support the delivery of the curriculum and enable us to maintain the high standard of creative work we currently produce.

Duties & responsibilities:

- Helping to maintain equipment, resources and facilities in the art and photography departments.
- Helping to manage the tidiness and organisation of studios at the beginning and end of each day.
- Assisting with organisation and reordering of materials, equipment and artwork across the departments.
- Producing and maintaining classroom displays of pupil artwork and learning resources.
- To assist the head of department in managing the annual budget and pupil recharges.
- To set up specialist materials and equipment for use in lessons
- To assist in setting up a range of exhibitions each year
- To provide technical assistance to pupils during lessons and activities.
- To communicate with the porters and maintenance teams regarding deliveries, movement of heavy items and maintenance of facilities.
- Assist with organising and running the ceramics studios, including glazing, recycling and kiln firing.
- Any other jobs as directed by the Head of Art

Person Specification:

Essential	Desirable
<ul style="list-style-type: none"> • Excellent organisational and communication skills • Team player, good with people, willing to get stuck in • Competent use of Microsoft Office/365 or equivalent • A basic knowledge of ceramics • A degree or equivalent/relevant experience in a visual arts field 	<ul style="list-style-type: none"> • Advanced expertise in ceramics • Some experience with digital media such as Adobe Creative Cloud • Some knowledge of photographic or printmaking processes • Confidence with or willing to help with light construction projects such as canvas stretching

Terms and Conditions

Salary: £8,887 per annum

Hours of Work: Normal working hours are 18 hours (Wednesday 1pm to 5pm, Thursday 8.30am to 5pm, Friday 8.30am to 4pm). Term time plus 4 weeks.

Holiday: 5 weeks paid holiday plus bank holidays

Pension Scheme:

After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you must contribute 3% also. You may choose to opt out of the pension scheme.

Other Benefits:

- Free meals during normal working hours
- Free use of College facilities.
- Annual pay review

Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information and/or if you would like to arrange an informal conversation about the role, please contact Human Resources Department on hr@eatbourne-college.co.uk or tel: 01323 452339.

Closing date for applications is **22 July 2023**.

Interviews week commencing **24 July 2023**.

Safeguarding Statement and Equal Opportunities

Eastbourne College Incorporated is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.