

# ART ACADEMY LONDON

## PERSON SPECIFICATION & JOB DESCRIPTION

**JOB TITLE:** Technician (evening and weekend)

**RESPONSIBLE TO:** Head Technician

**JOB TYPE:** Self-employed; freelance; term-time only

### HOURS:

<b>Term 1</b>	18/09/23 - 05/10/23	19 hours over two week period	Mon, 3:30-7:30pm; Every second weekend, Sat & Sun 9-2:30pm
<b>Reading week</b>	23/10/23 - 29/10/23	0	
	06/10/23 - 17/12/23	27 hours over two week period	Mon & Fri, 3:30-7:30pm; every second weekend, Sat & Sun 9-2:30pm
<b>Term 2</b>	08/01/24 - 25/03/24	27 hours over two week period	Mon & Fri, 3:30-7:30pm; every second weekend, Sat & Sun 9-2:30pm
<b>Half term</b>	12/02/24 - 16/02/24	0	
<b>Term 3</b>	15/04/24 - 10/06/24	19 hours over two week period	Mon, 3:30-7:30pm; Every second weekend, Sat & Sun 9-2:30pm
<b>Term 4</b>	08/07/24 - 30/08/24	19 hours over two week period	Mon, 3:30-7:30pm; Every second weekend, Sat & Sun 9-2:30pm

\*All dates inclusive; hours/dates may be subject to change.

A degree of flexibility is required to ensure that a member of the team is on duty for all shifts during term time, including being able to cover absences during periods of sickness or leave. There might be additional support needed during the year and some weekday attendance for the purposes of induction and training.

**LOCATION:** Art Academy London, 165a Borough High Street, London SE1 1HR

**PAY:** £11.95 per hour

### MAIN PURPOSE OF POSITION

The Technician (evening and weekend) manages the effective and smooth running of all evening and weekend courses within Art Academy London. They are responsible, in conjunction with the Operations Team, for all spaces

within the Academy being fit for purpose as teaching spaces, project spaces, storage and communal areas. They are responsible for the provision of class materials and equipment via the technician requirement system and are the main point of contact for student and tutor enquiries. The Technician will work in collaboration with the Operations and Academic team to ensure regular feedback is acted upon.

## **PRINCIPAL FUNCTIONS AND RESPONSIBILITIES**

- To make sure all classes are provided with the appropriate materials
- Ensure that all courses are properly set up and cleared away
- Ensure that materials and equipment are in a fit and usable condition
- Organise and record all deliveries and restock the Academy shop
- To be the main point of contact for tutors and students with course related technical enquiries and to respond to requests in a timely manner; to immediately bring to the attention of the Head Technician anything urgent that cannot be dealt with by yourself
- Assist, as required, in the repair, or organisation of the general maintenance of the building
- To be aware of health and safety procedures and disseminate best practice
- Ensure the security of the Academy by making sure all fire escapes and doors/windows are closed at the end of the day, that no unauthorised people are in the building
- Responsibility for the cleanliness, tidiness and accessibility of communal and storage areas, in particular the Technician Area
- Proactively communicate with the relevant Academy staff to ensure working practices are shared and consistent
- Keep note of any additional materials given to classes and inform the Head Technician for budgetary reasons
- Return and put away any materials left across the buildings that are no longer required for class use
- Purchase required materials from local outlets as and when required
- Collect and put out the recycling and waste for collection, as required, as per the technician schedule.

## **PERSON SPECIFICATION**

### ***Essential Experience***

- Practical hands-on experience of running studio facilities
- IT systems including familiarity with Excel, Word and email
- Awareness of health and safety practices

### ***Essential Skills***

- Highly organised in the management of your own work, and working to own initiative

- Excellent attention to detail, able to manage tasks with care
- Quick problem solver
- Effective communicator with other members of staff, tutors, managers and students
- Good team player, able to work supportively and responsively with other members of staff, tutors, managers and students
- Adaptable and flexible, able to respond positively to the changing demands of a dynamic organisation with a small staff body

### ***Desirable Experience***

- Experience of working in a customer-facing and/or similar role either in the art world or in an educational institution is desirable
- Competent technical skills eg decorating, use of tools, repairs, basic carpentry

### ***Other Requirements***

- You will, on occasion, be willing to work flexible hours as needed to cover evening or weekend events at the Academy
- Fluency in spoken and written English