

Job Description: Technician/Administrator (part-time)

Location: St James Campus, 11A John's Place, Edinburgh EH6 7EL

Days and hours per week: Thursdays 8.30am-4.30pm & Fridays 8.30am-5.00pm

Pay: £9.50 per hour

Leith School of Art is an independent art school with charitable status. We provide high quality teaching and a supportive environment for students leading to the artistic development of many people each year.

Between the range of year-long and short courses we have around 300 students attending the School each week. The team is made up of around 40 full and part-time members of staff.

Context and Scope

We are looking for a person who is warm, friendly and confident, and who will work hard to create a positive ethos at our St James Campus.

The job holder will be involved in technical, and some administrative functions, relating to year-long and short courses and supporting course tutors.

Main Duties and Responsibilities

- Contributing to making the campus at St James an essential part of the community of Leith School of Art.
- Supporting tutors and liaising with the team at NJS Campus, to make the working environment of St James welcoming and well organised.

Technical Duties:

- Ensure that the building is in good order for all courses.
- Assist in setting up courses, and storing of materials and equipment at end of day.
- Maintaining and ordering of materials and supplies.
- Collate delivery notes with materials ordered and received.
- Source new materials that are fit for purpose, and at best cost in consultation with the Head Technician.
- Keep materials and equipment in order and monitor their use for restocking purposes.
- Demonstrate to staff and students the safe and correct way to use tools, machinery and equipment.
- Conduct fire drills and safety checks, ensure equipment and environment is safe.
- Keep all areas of the School clean, tidy and safe (hazard free).
- Liaise with the Head Technician and St James Church regarding any repairs, etc. that may be required.

Administrative Duties:

- Administrative support dealing with student bookings and maintaining registers.
- Liaising with administrative staff at North Junction Street Campus.
- Deal with enquiries via telephone, email and visitors to the School.
- Provide support to staff and students in a positive and professional manner.
- Record all income and expenditure.

Additional Duties:

- First Aider.
- Assist with preparing coffee for students when required.
- Any other reasonable duties as and when required.

Person Specification

Experience

- Experience working within an arts, or education sector.
- Ability to manage a varied and demanding workload.
- Experience of exhibition management would be advantageous.
- Experience in a similar role would be advantageous.

Knowledge

- A working knowledge of, and experience in the arts sector.
- Good knowledge of health & safety, and in the context of Covid-19.
- Practical and organised with an eye for detail.

Skills

- Flexible and adaptable team player.
- Excellent organisation skills, accuracy and efficiency.
- Ability to deal with confidential matters and situations with sensitivity and discretion.
- An appreciation of, and commitment to, promoting the general Aims of Leith School of Art.
- Positive and professional attitude.
- Excellent communication skills.

If you would like to apply for the position please send a copy of your current C.V. along with a covering letter explaining your suitability to the role by 18th October 2020 to:

Mary Slater
Business Manager
Leith School of Art
Email: Mary@LeithSchoolofArt.co.uk