

TECHNICIAN (part-time)
Monday - Wednesday, 8.30am – 1.00pm.
Hourly rate - £10.00 per hour
Three terms per academic year /36 weeks

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 staff team is made up of around 40 full and part-time tutors and office based 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.

The job holder will be involved in technical functions relating to year-long and short courses at our North Junction Street and St James Campuses.

Main Duties and Responsibilities

Technician duties

- To work with the Head Technician, providing technical support to tutors and students
- Assist in setting up courses at start of the day and clearing away materials and equipment at end of day
- Maintain and order materials and supplies
- Collate delivery notes with materials ordered and received
- 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 regarding any repairs, etc that may be required
- Manage issues from staff/students in a positive and professional manner.

Administrative Duties:

- Assist with preparing coffee for students when required
- First Aider
- 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 in a similar role
- Experience of exhibition management 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
- Good knowledge of art materials
- 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 Thursday 2nd December 2021 to:

Mary Slater
Business Manager
Leith School of Art

Email: Recruitment@LeithSchoolofArt.co.uk