



## JOB DESCRIPTION

**Job Title: Studio Assistant**  
**Reports to: Head Technician**  
**Pay rate: £12.00 per hour**

Leith School of Art, Edinburgh was established in 1988 as an independent college of the visual arts and has built an outstanding reputation for hands-on tuition and an inclusive community ethos.

The School offers a varied range of intensively taught and highly structured courses from full and part time Year-long Courses, to Short Courses (day & evening classes), Weekend Workshops and an annual Summer School. We are passionate about teaching art and design and our students thrive in our dynamic, creative and inspiring learning environment.

### **Post**

Studio Assistants set up and support in the delivery of courses; ensuring the smooth-running of the studios and wider building, and making sure that students have everything they need while they are at the School. We are looking for a person who is warm, friendly and confident, and who will work hard to create a positive ethos at the School.

### **Usual hours of work**

A number of roles are available from Monday to Saturday.

**Location:** North Junction Street Campus

### **Main responsibilities:**

- In communication with Tutors & Head Technician, prepare for when the students arrive. This includes setting out materials, equipment, and cutting paper.
- Welcome students to the School and make sure they know what facilities are available and where they are located.
- Ensure a high level of tidiness and organisation is maintained in the School including in studios, staff rooms, kitchen, materials store, store cupboards, still life cupboards, and communal spaces.
- Collate delivery notes with materials ordered and received.
- Maintain materials and supplies with regular stock-take in consultation with Head Technician.
- Keep materials and equipment in order and monitor their use.
- Support Tutors with the running of classes as required. Be on hand to help students set-up, and answer any questions they have.
- In consultation with Tutors, engage with students to encourage and help build confidence.
- Demonstrate good studio practice and care for tools, equipment and materials.
- Be familiar with, and adopt the School's Health & Safety regulations.
- Document the work of courses using the School camera, and saving any images on the G: drive.
- Mount student work for any School Exhibitions.
- With Tutors, keep course drawers in good order. Work with Tutors to make sure that students are regularly taking work home and any work that is uncollected is thrown away.

- Ensure coffee for students is prepared and the coffee area is tidy and clean.
- Clear studios after each class. Sweep the floor. Return all equipment and materials to their correct place. Empty studio bins and rag bins.
- Close down the kitchen at the end of the day.
- Work with other staff to lock-up the building.
- Attend staff training, annual Staff Meeting, exhibitions, and meetings with your Line Manager.
- Any other reasonable duties, as and when required.

**Person Specification:**

**Experience**

- Experience of working or studying in an art school environment
- Experience of communicating with a wide range of people within a work environment
- Experience of good studio practice including art materials and equipment.

**Knowledge and Skills**

- Knowledge of drawing and painting (or other relevant subjects)
- Knowledge of history of art and contemporary art practice
- Knowledge of safe practices in the studio environment
- An understanding of drawing as a discipline for looking at the world holistically
- An understanding of the aims of the School
- An organised and thorough approach to working in an art studio.

**Personal Qualities**

- Commitment to quality and high standards
- Commitment to students from all backgrounds
- Ability to nurture and empathise with students
- A positive attitude in keeping with the ethos of the School
- A natural enthusiasm for education
- A willingness to collaborate, working in harmony with other members of staff
- A willingness to support Tutors working in the School
- Articulate and confident communicator.

**If you wish to apply for this role please email your C.V. along with a covering letter explaining your suitability for the position and availability to: [Recruitment@LeithSchoolofArt.co.uk](mailto:Recruitment@LeithSchoolofArt.co.uk)**

**Closing date for applications is Monday 22 July 2024**

**Proposed interview dates: Wednesday 31 July & Thursday 1 August.**