

JOB DESCRIPTION

Job Title: Albion Road Studio Assistant

Reports to: Head Technician

Pay rate: £12.60 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 our Albion Road Campus.

The job holder will be involved in technical and administrative functions, relating to the Foundation and Year-long Courses.

Usual hours of work: Term time only

Monday & Thursday: 8:30am – 5:00pm

Tuesday & Wednesday: 8:30am – 4:30pm

Location: Albion Road 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 and ordering.
- 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.
- 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.

Administrative Duties:

- Administrative support dealing with student attendance and maintaining registers.
- Liaise 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.
- Liaise with the Head Technician and the Landlord regarding any repairs, etc. that may be required.

Additional Duties:

- First Aider
- Attend staff training, annual Staff Meeting, exhibitions, and meetings with your Line Manager.
- Assist with preparing coffee for students as and when required.
- Any other reasonable duties as and when required.

This role will involve working with children and as such, the successful applicant will be required to be checked under the PVG Scheme managed by Disclosure Scotland.

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.