

JOB DESCRIPTION

Job Title: 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 the School.

Usual hours of work: Term time only

Tuesday: 8:30am – 4:30pm

Wednesday: 8:30am – 4:30pm

Thursday: 8:30am – 4:30pm

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.