



Technical Services Officer

RGU, Deputy Principal's Office, Gray's School of Art

Job Summary

We seek a committed and enthusiastic person to join our dynamic team at Gray's School of Art. You will offer well developed technical skills in both digital and analogue photography and will primarily be responsible for the efficient operation of the photographic studio, equipment and associated digital processes and techniques.

You will provide photographic support services to the School for the recording of art & design work and the development of a photographic database to archive imagery. The post holder will support teaching staff within the delivery of projects through demonstration of photographic processes and skills that align with the delivery of studio projects. You will liaise with teaching staff over the delivery of this part of the role.

We are seeking a committed team worker who understands the specific requirements and culture of technical services within contemporary art and design education.

We're in the business of changing lives, developing students into highly employable graduates. Be part of their amazing journey and join our 1500 colleagues who already enjoy the richly rewarding work, vibrant community and lifestyle afforded by generous annual leave.

A Disclosure Scotland check will be requested for the successful applicant. For more information, visit: <http://www.disclosurescotland.co.uk>

Salary on first appointment is normally to the bottom of the scale, although in exceptional circumstances an appointment further up the scale may be considered.

Employment is conditional on candidates passing a pre-employment medical and, if necessary, undertaking on-going health surveillance throughout the

course of employment. This is required in order to support our health and safety arrangements and to ensure that the candidates are able to carry out the functions required by the role.

Closing date 2 February 2018

Job Description

RESPONSIBLE TO: TECHNICAL SERVICES COORDINATOR

RESPONSIBLE FOR: No supervisory responsibility

PURPOSE OF POST:

The Technical Services Officer – Photographic Support Services will provide technical expertise to staff and students across a range of courses and ensure studio/labs are managed efficiently and safely.

Principal Duties

Demonstrate correct use of equipment, processes and techniques within lab and studio settings.

Provide technical advice on materials, processes and techniques.

Provide photographic services in the documenting of coursework across the School.

Provide an archiving service of photographic imagery that can be easily accessed for marketing and promotional opportunities.

Instruct in good and safe working practices and procedures to comply with health and safety regulations.

Conduct first line maintenance of workshop equipment and ensure facilities are clean and tidy prior to and after use.

Procure consumables for operation of equipment/facilities and materials for student use.

Prepare and distribute materials, monitor and replenish stock.

Maintain effective supervisory control over students in the labs and studios.

Support and promote learning for groups and individuals with diverse needs and abilities.

Ensure technical documentation is maintained.

Assist with construction of degree shows and other school exhibitions.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships

HND or above in a related discipline.

Knowledge and Experience

- Advanced knowledge of photographic processes in both digital and analogue contexts.
- Preparation and use of materials and equipment for photographic processes.
- Operation and maintenance of studio and location equipment.
- Technical support in a photographic environment.
- Effective supervision and control of groups e.g. students, trainees.
- Working in a photographic studio.

DESIRABLE REQUIREMENTS

Qualifications and Professional Memberships

First Degree in a related discipline.

Knowledge and Experience

- Photography in an art school environment with multiple contexts.
- Operation of darkroom equipment and chemical processes.
- Technical support/demonstration for further or higher education.
- Leading groups in photographic activities in a studio or darkroom environment.

Behaviours

Behaviour 1: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 2: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 4: Initiative and Problem Solving - Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions

Salary: 27285.00 - 28936.00 GBP per Year

Position Type: Full Time , Permanent 37.0 Hours per Week