

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Technician – Creative Arts
<b>Job Title:</b>	Technician – Creative Arts
<b>Reports to:</b>	Programme Manager
<b>Grade</b>	LC5
<b>Date of compilation:</b>	July 2023

### CORE RESPONSIBILITIES:

1. Support learners to produce work using specialist techniques
2. Demonstrate technical techniques, technology and equipment to students as required by teaching staff to support study programmes
3. Prepare and maintain the facilities and equipment to a high standard and ensure that the area and learners are compliant with all relevant Health and Safety Legislation including COSHH regulations
4. Maintain and organise teaching spaces in relation to curriculum need
5. Introduce new techniques and technologies relevant to subject area
6. Prepare facilities and equipment for teaching
7. Assist in the delivery of the technical elements as directed by teaching members of staff
8. Order consumables and equipment for curriculum area
9. Oversee the technical aspects of students work and use of specialist resources and equipment across the curriculum
10. Oversee technical aspects of visiting speaker programme including booking guest lecturers and workshops
11. Liaise with stakeholders and external practitioners
12. Keep abreast of new technologies, and demonstrate new equipment to students
13. Facilitate small groups of students in technical workshops and support independent learning sessions
14. To cover the counter in instances of staff absence, or to cover breaks
15. Maintain equipment

### DEPARTMENTAL RESPONSIBILITIES:

Depending on the specific role and specialism, Creative Arts Technicians will be expected to undertake one or more of the following additional areas of responsibility.

## **Art**

1. Support students to construct artworks in a range of media, which may include painting, drawing, print, 3D and digital techniques
2. Lead on the technical aspects of public exhibitions
3. Prepare and display artwork in the Creative Arts galleries
4. Support the technical aspects departments public and community art projects and the artist in residence

## **Media & Music**

1. Oversee the technical aspects of the recording studios, film studios and other specialist facilities
2. Implement the AV aspects of the departments events and activities including music performances
3. Produce digital imagery for projection
4. Implement emerging technologies for media filmmaking in expanded forms such as VR, 360

## **Performing Arts**

1. Oversee the technical aspects of students public performances
2. Oversee the technical aspects of the theatre
3. Support touring companies and external performances
4. Facilitate workshops using external practitioners
5. Support students to construct sets, props
6. Provide projection sound and lighting support for productions
7. Produce digital imagery for projection

## **Photography**

1. Oversee the technical aspects of the specialist photography facilities, including the dark rooms and studios
2. Support students with the whole photographic process from camera techniques, to post-production and printing
3. Photograph student work for archiving and promotional purposes
4. Colour calibrate the printers and Macs

## **Visual and Digital Arts**

1. Support the students with the technical aspects of projects across multiple disciplines such as Art, Photography, Graphic Design and Computer Games
2. Facilitate the use of resources including art studios, Macs, cameras, VR equipment and Games consoles
3. Oversee the resources at Bridge Street, distributing equipment to students
4. Provide technical support for students working independently

## **HE**

1. Support students individually when producing practical projects
2. Oversee the technical aspects of students' artwork across the breadth of the HE curriculum, including Art, Photography, Computer Games, Media and Performing Arts
3. Run the technical aspects of the Quarry Hill Gallery, supporting artists/exhibitors

4. Update HE Creative Arts and other social media and promote activities to students and a wider audience
5. Oversee technical aspects of the departments public activities
6. Produce imagery to promote internal and external activities
7. Support the technical aspects departments public and community art projects and the artist in residence
8. Support students external events and exhibitions |

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Technician – Creative Arts
<b>Department</b>	Creative Arts

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	A relevant qualification in Creative Arts	A
D	An IT qualification	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. A current creative practice with a public outlet	A / I
D	EK2. Experience of working professionally in the creative industries	A / I
E	EK3. Experience working with students both independently and as a group	A / I
E	EK4. Experience demonstrating specialist techniques to groups of students	A / I

D	EK5. Knowledge of Creative Software such as the Adobe CS Suites	A / I
D	EK6. Knowledge of PC, Mac OS X and Apple Mac Computers	A / I
D	EK7. Lead on the technical aspects of setting up exhibitions, galleries or performances.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Ability to set up, maintain and operate specialist facilities and equipment	A / I
D	SC2. Excellent Organisational Skills	A / I
D	SC3. Ability to work in a team or independently	A / I
D	SC4. Ability to work to tight and conflicting deadlines and with young people whilst maintaining a positive outlook	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I