Job Title: Art and Photography Technician

	Attributes	**Assessment**
Knowledge	• Equipment used in Art including kiln, pottery wheels, pug mill, mixers, photographic equipment, painting screens and hand tools.	• A, I
	• Processes involved in Art including drawing, painting, model making, clay techniques, firing and photography	• A, I
	• Safe working practices and an understanding of Health and Safety issues and practices	• I
	• An understanding of equal opportunities with respect to young people in school and adults in the work place.	• I
	• Knowledge and understanding of information technology applications in Art.	• I
	• A knowledge of DSLR photography and Photoshop .Use of studio and light ting set up will be an advantage.	• A , I
Skills & Abilities	• To liaise and communicate effectively by telephone and in person with staff and pupils with varying experiences of Art.	• I, R
	• To manage art shop/ photocopying accounts, keeping log books and managing stock control in store – delivery note and invoice filing system.	• A, R
	• To instruct, receive and pass information both formally and informally.	• A, I, R
	• Excellent organisational skills and ability to prioritise workloads	• I
	• To devise and maintain good recording systems	• A, I, R
	• To maintain appropriate working relationships with staff and pupils including confidentiality and flexibility	• I, R
	• To use hand and power tools appropriately and safely.	• I
	• To follow set procedures and to work to guidelines as required	• I, R
	• To work on own initiative and as part of the team.	• I, R
	• To maintain a flexible and calm disposition in a demanding environment with frequent interruptions	• I
Educational	• Good literacy and numeracy skills	• A
Experience	• Practical/technological experience in a commercial/ industrial/ educational environment	• A
	• Experience of working with students in an Art environment	• A, I
	• Use of Photoshop	• A
	• Lighting Set Up	• A, I
	• Some experience of word-processing	• A
Special Requirements	• *This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment*	

A= Application   I = Interview   R = References