

ST IVES SCHOOL OF PAINTING JOB DESCRIPTION

We are creative – *passionate about our mission, resourceful and innovative.*

We are courageous – *challenging ourselves and others to keep learning.*

We are caring – *we work collaboratively with a generous spirit striving to deliver quality in everything we do.*

1. ROLE DETAILS

Job Title	Studio Technician
Main Purpose of job	Provide support to the delivery of face-to-face courses
Hours	Sundays 7.5 hours usually 9am – 5pm
Work Base	Porthmeor Studios, Back Road West, St Ives, Cornwall TR26 1NG but other locations if required
Travel	Minimal. Business Car Insurance is required for this post and the postholder is responsible for ensuring they are covered when using their personal car on business.
Contract type	Permanent

2. COMMUNICATION AND WORKING RELATIONSHIPS

1. Responsible to: Studio Manager
2. Liaison with: SSP staff, other Technicians, tutors, students, models, public, BSJW Trust staff, volunteers and partner organisations

3. SPECIAL QUALITIES

A reliable, self-motivated person with a positive attitude and resourceful nature. You are an excellent communicator, great at putting people at their ease. This means you quickly and confidently solve issues and work out what people need you to do for them. Your willingness to 'muck in' ensures stuff gets done. An enthusiastic problem solver you take pride in what you do. Able to work accurately and on your own initiative, you learn new skills quickly. You adapt to role changes and tasks in a busy workplace and you ensure you get the job finished to a high standard. Even under stress you always stay professional and friendly.

4. PERSON SPECIFICATION

You need to have:

A friendly can-do attitude
 Excellent time management and organisational skills
 Some basic experience using art studio equipment and materials
 Experience of manual handling and lifting to assist in setting up and clearing the studio
 Good verbal communication and adequate standard of numeracy
 Basic IT skills with the ability and open mind to learn new packages quickly
 Flexibility in their role and comfortable to adapt when changes in plans occur
 The ability to work respectfully as part of a team

It would be beneficial if you also have:

Experience of working in an art studio environment
 An interest in the visual arts.
 Experience of working in a busy workplace
 Knowledge of health and safety practice and cleaning an art studio
 Making and mending skills and confident using DIY tools

Competencies are based on our organisational values of Caring, Creativity and Courageousness.

Caring. You

- Are confident, sensitive and calm in challenging situations
- Take time to build effective relationships with customers and colleagues.
- Are caring and compassionate
- Understand how your behaviors can be interpreted and consider the impact you have on others.
- Enjoy working as part of a team
- Are a confident and sensitive problem solver. Empathetic, personable and skilled at negotiating and resolving issues

Creativity. You

- Are motivated, pro-active and able to work unsupervised using your own initiative to come up with solutions to practical problems.
- Look for opportunities to work with, learn from and share with others
- Are flexible and open to change
- Regularly look to improve the way you do things

Courageousness. You

- Listen attentively, question thoughtfully, challenge openly and encourage others to do the same
- Challenge ineffectiveness and remove obstacles to enable yourself and other to succeed.
- Learn from failure without being discouraged

5. DUTIES AND RESPONSIBILITIES

1. Maintain smooth functioning of the studio by reporting to the Studio Manager, liaising with the Digital Production Manager, other studio technicians, other staff within the school, tutors, models and volunteers.
2. Assist in ensuring health and safety procedures are followed in the school's studios including qualifying as a first aider and fire warden.
3. Ensure the studio is safe by carrying out regular and deep cleans of the space, equipment and toilets and ensuring staff and students comply with safety measures.
4. Assist Studio Manager by keeping up to date with safeguarding practice in the studio and ensuring it is adhered to.
5. Ensure students (including adults and young people under 18) feel welcome in the school and resolve any queries or problems they may raise as far as possible.
6. Support tutors whilst they deliver courses including providing them with course resources.
7. Ensure the efficient preparation of studio space and equipment before and after all activities.
8. Undertake practical mending and DIY in the studio
9. Perform practical daily tasks to ensure equipment and studio resources are clean, tidy and organised.
10. Carry out administration tasks required for the efficient running of the school's studio and office.
11. Assist Studio Manager by liaising with suppliers, monitoring and ordering stock and maintaining equipment.
12. Assist Studio Manager in organising external activities.
13. Assist in ensuring the security of the school's studios.
14. Occasionally deal with customer enquiries by phone, in person and online.
15. Undertake any other tasks required to ensure the School runs smoothly.

6. OBLIGATIONS

- a. This job description is subject to the Terms and Conditions of service of the Charity.
- b. This job description is subject to the Policies and Procedures of the Charity and all staff are required to acquaint themselves with those applicable to this post.
- c. Under the Health & Safety at Work Act 1974, the Charity has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation.
- d. You will be required to comply with Data Protection legislation and policies and procedures.
- e. This job is subject to a disclosure and barring service enhanced check.
- f. This job description will be subject to annual review and amended to meet the changing needs of the Charity
- g. This job description is subject to the Terms and Conditions of Service of the Charity.