

Spike Print Studio Technician Application Pack

2-year contract

£23,400 pa pro rata (£12ph)

Studio Technician

17 hours a week (equivalent to 2.5 days per week)

Hours

Mon: 1-4pm (3-hours flexible day).

Weds: 10am-6pm (1-hour unpaid lunchbreak can be taken as 2 breaks) 7 hours to hand over to evening technician at 6pm

Thurs 10am-6pm (1-hour unpaid lunchbreak can be taken as 2 breaks) 7 hours to hand over to evening technician at 6pm

Job Description

To provide an exemplary service to members and other users by ensuring the smooth and efficient running of the print studio; maintaining the facilities; ensuring adequate stock; providing technical support and delivering induction sessions.

- Maintaining the print and studio facilities in a clean condition and good working order
- Providing help and technical support for members to enable them to use the equipment correctly and safely.
- Responsibility for H&S in print studio
- Stock control - maintaining stock, purchasing new stock, researching new materials, purchasing within agreed budgets.
- Co-ordinating learning programme materials and equipment with tutors
- Maintaining studio shop
- Running formal induction sessions for potential new studio members (with Admin Manager)

- Supervising membership technicians, UWE member technician, SPS/UWE Scholarship graduates
- Researching new techniques for use and application in the studio
- Advocating the range of goods and services available at SPS to users and potential new members
- With Studio Director and staff team, planning long term design and sustainability of studio and its facilities. This includes construction, assembly and repair and arranging freelance skills where necessary.

General Duties

To promote Health and Safety in relation to all activities taking place within the studio and to communicate any hazards that may be recognised inside or outside agreed studio hours, to the Studio & Finance Manager or Studio Director.

To advise inexperienced or new members in studio protocol and prevent them from making serious mistakes with equipment. To be responsible for the studio and its use and to be aware of SPS's wider responsibility to the Spike Island building and community as a whole.

To work in a flexible manner in line with Spike Print Studio's organisational objectives and role, and to carry out any duties as required by the Studio & Finance Manager or Studio Director. Specific duties may be assigned to individual technicians as directed and agreed by the Studio & Finance Manager.

Specific duties:

- Responsibility for H&S in print studio and ensure safe and efficient deployment of resources.
- Maintaining the print and studio facilities in a clean condition and good working order - maintenance of printmaking equipment - oiling presses, cleaning rollers, unblocking vacuum holes. This ensures safety and allows for high quality production.
- Carrying out repairs where possible or arranging to have specialist repairs as required with agreement with Studio & Finance Manager.
- Co-ordinating Learning Programme materials and equipment with tutors. To collect all materials needed for specific workshops and prepare items ready for tutor collection.
- Providing help and technical support for members to enable them to use the equipment correctly and safely.
- Running formal induction sessions for potential new studio members.
- Supporting new members in the studio.
- Stock control - maintaining stock, purchasing new stock, researching new materials, purchasing within agreed budgets. To carry out stock taking at the end of the financial year. To flag up any noticed shortages of shop items or sundries for placement of orders.
- Read Baume levels of the ferric chloride baths and refresh them if spent and inform whenever new ferric needs to be ordered.
- Monitor & supervise the aquatint room. Weekly rosin check by doing carpet settling tests and top up the box if needed.
- maintenance of digital equipment (cleaning printer heads, replacing cartridges, etc.)
- monthly checks of First Aid Boxes with Administration Manager.
- Risk Assessments.

Specific responsibilities

Financial

- Responsible for ordering and stock control of all materials provided and sold to users of the printmaking studio within agreed budget. With Studio & Finance Manager.
- Ensuring that budget relating to purchasing of materials balances.

Planning and Administration

- To ensure that Health and Safety requirements are met in relation to all activity taking place within the studio.
- Ensuring the print studio is well maintained and the facilities are in a clean condition and good working order.
- Researching and advising on the upgrading of equipment and materials and working with the Director to plan a repair and renewals programme.
- Input into the planning of the Learning Programme in collaboration with the Director.

Instruction

- To carry out induction courses for each user (groups or individuals) of SPS studio, ensuring that all are aware of current Health and Safety practice
- To deliver ongoing supervision and assistance to members and users of SPS studio
- Supervising trainee technicians on internships.

Relationship Management

- Being the interface with members and users of Spike Print Studio and ensuring that its ambitions for access, learning and making are met.
- Dealing with the day to day needs and enquiries of members and users of the studio.
- Advocating the range of opportunities and services available at the studio to potential new user groups.

Training

To undertake training as identified and agreed with the Studio Director to ensure the ongoing effective delivery of the organisation's objectives.

Research/CPD

To undertake research and maintain awareness of new developments in printing technology, techniques and materials for application within Spike Print Studio and the benefit of users' and members' practice. As agreed with the Studio Director.

Person Specification

The key competencies (knowledge, skills, experience, qualifications etc) that the postholder is required to demonstrate:

Knowledge	Essential	Desirable
Excellent knowledge of a range of print making techniques	√	
Knowledge of H&S best practice and procedures	√	
Good knowledge of contemporary arts practice		√
Understanding of record keeping, ordering and stock control systems	√	
Experience	Essential	Desirable
At least three years experience of working within print studios (in an academic or commercial environment)	√	
Experience of teaching in educational, professional or membership environment		√
Experience of teaching young people and adults		√
Ability to work to agreed budgets	√	
Skills	Essential	Desirable
Advanced print-making skills	√	
Ability to impart knowledge to a range of users	√	
Formal teaching skills		√
Excellent interpersonal skills	√	
Personal Attributes	Essential	Desirable
Enjoys challenges and remains positive		√
Can communicate with people at all levels	√	
Enjoys working as part of a team	√	
Committed to self development	√	
Qualifications	Essential	Desirable
A degree in an art & design subject with a specialism in print making OR three years experience as a technician in a print studio		√
Post graduate qualification in printmaking		√
Relevant H&S qualifications*		√

* Candidates can undergo training in order to achieve qualification

Common requirements

- Contribute to the development of a professional and holistic learning, making and exhibiting environment at SPS.
- Work in a flexible manner in line with SPS's organisational objectives and role.
- Provide excellent customer care in dealings with SPS's members and the public.
- Work in the best interests of SPS's membership throughout the region and nationally.

Application Form
Spike Print Studio Technician

1 Personal Details

First name:

Surname:

Address:

Postcode:

Home tel:

Daytime tel:

Mobile:

Email:

2 Present Employment

Employer's name and address	dates from	to	Position held and summary of work
Current salary		Notice required	

3 Previous Employment (last 5 years)

Employer's name and address	dates from	to	Position held and summary of duties	Reasons for leaving

4 Education

Schools, colleges, universities	Dates	Qualifications achieved

5 Professional Qualifications

Professional Body	Qualification	Date obtained

6 Relevant Experience

Please give details of any other qualifications, training or experience that you consider to be relevant to your application.

6 Statement

Please state why you are applying for this post and how you feel your skills and experience make you a suitable candidate. Address the points outlined in the Person Specification of this document.

8 Referees

Please give the names of 2 referees, one of which should be your current or most recent employer. We will contact both referees prior to making any offer of employment.

Referee 1

Name:

Occupation:

Address:

Postcode:

Tel no:

may we contact this person prior to an interview?

yes/no

Referee 2

Name:

Occupation:

Address:

Postcode:

Tel no:

may we contact this person prior to an interview?

yes/no

Please sign and date this application form:

I declare that the information I have given in this application form is, to the best of my knowledge, true and correct.

Signature _____

Date / /

Please return the application

Return to:

Spike Print Studio, Spike Island, 133 Cumberland Road, Bristol, BS1 6UX

info@spikeprintstudio.org

by noon 10 November 2023.