



JOB DESCRIPTION

Job Title: Graphic Design Technician

Grade: Support staff grade 3

Line Manager: Rose Davies, Senior Curriculum Manager

The Graphic Design department has 400+ students with 5 members of teaching staff. The department is part of the Art department which consists of Fine Art, Photography and Textiles.

Job Purpose

The primary function of this role is to support the Graphic Design students and department with teaching and learning.

Key Responsibilities

Supervision of equipment and machinery

These include: Art materials, laser cutters, printers, 3D printer, risograph, photocopiers, scanners, laptops/tablets, cameras, screen printing facilities, foiling machines, heat presses, cameras and spraybooths.

- Be confident with the use and organisation of all of the equipment and machinery and work independently.
- To maintain a safe working order of machinery and equipment.
- Induct students and staff on equipment when required and keep records.
- Oversee all necessary updates of equipment and liaise with College departments, staff, external companies and organisations.
- Order and replenish equipment when required.

Confident IT skills

There are 4 Graphic classrooms which are taught in every period. The classrooms are equipped with a suit of 19 to 23 imacs for students to use during class time and in their free study periods.

- Knowledge of Adobe Creative Suite; Photoshop, Illustrator, Indesign and either one or all of the following Animate, After Effects and Premiere. Moving image is an area we really want to develop within the department.
- Video editing skills are desirable with so many of our resources going online with video demonstrations.

- Induct students on a range of software and equipment when required as well as inspire students with stretch and challenge skills they could develop in their coursework.
- Regularly assist students with their coursework using Adobe software and general coursework requirements when required.

Resources

Teaching and department resources are regularly designed and updated.

- Maintain the department's online resources which include, Google Sites, Google Drive, Instagram and Pinterest.
- Regularly designing, updating and organising displays in the classrooms, and exhibition spaces. Showing a creative flair for layout.
- Photographing and documenting student work.
- Ensuring all classroom materials are updated and additional ordered when required.
- Creating and designing a range of resources for students from presentations, demonstration videos and handouts. Online demonstration videos have become a main resource so knowledge and experience of editing videos would be very beneficial to make them engaging and easy to follow with voice overs, type layering and zooming in to key elements.

Other

- Strong and thorough organisation of student coursework for staff and students to access easily.
- Strong and thorough organisation of classrooms.
- Creative flair and an excellent eye for detail.
- A passion for creating stunning visuals for a range of displays throughout the year.
- Strong independent worker but still an integral part of the team.
- Excellent communication skills.
- Up to date knowledge of the latest design trends.
- Adaptable and quick at picking up new skills in order to transfer when required to students and staff.
- Strong portfolio which shows experience with a range of programs and materials.
- Liaising with companies/organisations regarding live briefs, overseeing the project through with both staff and students.
- Being involved with student reps and their role within the department.
- Assisting with promoting the department;
 - College Events - open evening, taster days, end of year art exhibition etc.
 - Department Events - guest speakers, workshops, trips, moderation etc.
- Facilitate extra-curricular workshops when required.

Knowledge, Skills and Experience

Category	Skills and Experience	Essential/ Desirable
Graphic Design experience	<ul style="list-style-type: none">● A confident understanding of Adobe software.● Adaptable, willing to learn and share new techniques, equipment and software.● Creative flair and an excellent eye for detail.● A passion for creating stunning visuals for a range of displays.● Excellent communicator, explaining tasks clearly and when liaising with staff.	Essential
Administrative skills	<ul style="list-style-type: none">● Effective organisation and ordering of department resources, student work, digital files and displays etc.● To be adaptable, flexible, and be able to organise multiple tasks at once, calmly and effectively.● Excellent personal manner.	Essential
Financial	<ul style="list-style-type: none">● Confidence with budgeting.	Desirable
Other	<ul style="list-style-type: none">● A proactive approach to problem solving.● Ability to work as part of a small team, with the initiative to prioritise conflicting demands and demonstrate a flexible approach to work.● Ability to work under pressure and use your own initiative.	Essential