

Post Title: Photography Technician
Responsible to: Head of Department

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Main Purpose of the Role:

To provide technical support to teaching staff and students in the darkrooms. To adopt a flexible style in order to do a range of routine duties to support the photography courses.

Responsibilities:

- Mixing chemicals for printing and film development.
- Maintain darkroom ensuring high standards to meet with health and safety requirements.
- Deliver technical demonstrations on lighting, camera use, darkroom work and photoshop.
- Maintain the enlargers (clean and resolve problems relating to the lens, focus, filters and general wear and tear).
- Organisation, cleaning and preparation of the film development equipment.
- Organisation of the drying area, collection and filing of prints produced during the day.
- Specialised cleaning of chemical residue and spillage.
- Maintenance of the SLR cameras, tripods and lenses – organisation of the loan system.
- Security marking of cameras/various equipment.
- Technical support for students.
- Maintenance and organisation of computers, printers, digital cameras with the support of the IT technician.
- Ordering of chemicals, paper and replacement equipment for general course use.
- Advise staff on the state of materials and other stock. Undertake inventory checks.
- Ordering equipment needed for the students.
- Organisation and distribution of resources such as books, laminated images and videos/DVDs.
- Organisation of the storage of A1 folders, students' course and exam work, and large photographic pieces.
- Advise staff of behaviour which risks the health and safety of others.

Person Specification:

- An enthusiasm for and commitment to photography.
- Relevant qualifications or photography related experience.
- Ability to work independently within the department.
- Ability to work as part of a team in collaboration with the teaching staff.
- Commitment to self-development.
- Experience or willingness to gain experience in photography related health and safety.
- Ability to work methodically and in an organised manner.
- Ability to communicate effectively with staff and students.
- Appropriate photography related technical ability.

Expectations:

As appropriate, the postholder's duties must be carried out in compliance with the following:

- Trusts' Equality Scheme
- Information Security Policies

- Financial Regulations
- Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- To work at all times within Code of Conduct of the Safeguarding Policy

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Performance Management:

Your annual performance review is based on this overall job description and with particular emphasis on your annual targets. You are performance managed by the Head of Department.

Name:		Date:	
Signed:	(Principal)	Signed:	(Member of Staff)