

Specialist Photography Technician

Key Purpose of the Role

The primary function of this role is to support the Photography students and the department's teaching and learning, ensuring equipment, resources, classrooms and associated materials are well maintained and always ready to use. The Photography Technician may be required to support different departments during busy periods.

The Photography Technician will contribute to the Trust's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. Supervision of equipment and machinery

- a. These include: Art materials, printers, photocopiers, scanners, laptops/tablets, cameras, cameras, darkroom chemicals, and studio lighting equipment.
- b. Be confident with the use and organisation of all of the equipment and machinery and work independently.
- c. To maintain a safe working order of machinery and equipment.
- d. Induct students and staff on equipment when required and keep records.
- e. Oversee all necessary updates of equipment and liaise with College departments, staff, external companies and organisations.
- f. Order, repair and replenish equipment when required.

2. Confident IT skills

- a. There are 2 Photography classrooms which are taught in every period. The classrooms are equipped with a suit of 18 PCs for students to use during class time and in their free study periods.
- b. Excellent working knowledge of Adobe Creative Suite, predominantly Photoshop, Lightroom and Premiere Pro.
- c. Induct students on a range of software and equipment when required.
- d. Regularly assist students with their coursework using Adobe software, darkroom or studio when required.

3. Resources

- a. Teaching and department resources are regularly designed and updated.
- b. Maintain the department's online resources which include Google Sites, Google Drive, Instagram, Facebook and Twitter.

- c. Regularly designing, updating and organising displays in the classrooms, and exhibition spaces. Showing a creative flair
- d. Photographing and documenting students' work.
- e. Ensuring all classroom materials are updated and additional ordered when required.

4. **Other**

- a. Strong and thorough organisation of student coursework for staff and students to access easily.
 - b. Strong and thorough organisation of classrooms.
 - c. Creative flair and an excellent eye for detail.
 - d. A passion for creating stunning visuals for a range of displays throughout the year.
 - e. Strong independent worker but still an integral part of the team.
 - f. Excellent communication skills.
 - g. Up to date knowledge of the latest design trends.
 - h. Adaptable and quick at picking up new skills in order to transfer when required to students and staff.
 - i. Strong portfolio which shows experience with a range of programs and materials.
 - j. Liaising with companies/organisations regarding live briefs, overseeing the project throughout with both staff and students.
 - k. Being involved with student reps and their role within the department.
 - l. Assisting with promoting the department;
 - i. College Events - open evening, taster days, end of year art exhibition etc.
 - ii. Department Events - guest speakers, workshops, trips, moderation etc.
 - m. Facilitate extra curricular workshops when required.
5. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Person Specification

Qualifications

A good standard of general education to A Level or equivalent.

Significant and proven experience in the following areas:

1. Photographic experience with an understanding of camera operations
2. Confident understanding of Adobe software

3. Darkroom and chemical process
4. Studio lighting and maintenance
5. Organisation and ordering of resources, student work, digital files and displays

Personal Qualities and Skills

1. Strong interpersonal skills with the ability to engage with clients, students, parents, staff and visitors to the Prospects Centre and events.
2. Ability to build rapport with others in order to foster positive working relationships.
3. A 'can do' attitude.
4. Ability to work independently and as a leader of a team.
5. Resilient, calm and able to work under pressure.
6. High professional standards and personal integrity in order to maintain confidentiality.
7. Adaptable, willing to learn and share new techniques, equipment and software
8. Flexible and able to to organise multiple tasks at once including tasks with conflicting demands
9. Creative flair and excellent eye for detail

Desirable

- Confidence with budgeting
- Extended period of working in a College or School setting

Job Requirements

- A current clean driving licence and access to a vehicle for work purposes.