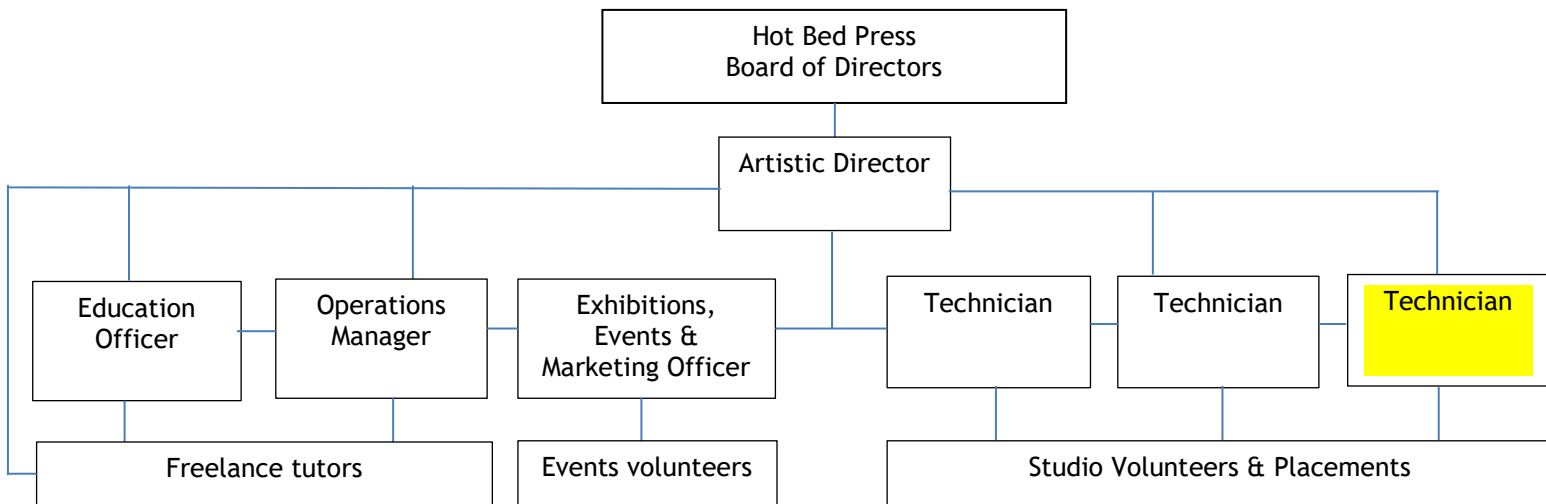


Technician Job Description / Application Form



Job title: Print Workshop Technician

Responsible to: Artistic Director

Working in conjunction with:

Fellow Technician, Operations Manager, Education Officer, Exhibitions & Events & Marketing Officer, and volunteers.

Working hours:

Wednesday	9.30am - 5.00pm
Thursday	1.30pm - 9.00pm
Friday	9.30am - 5.00pm

Pay: £12 per hour £14,040p.a. (£24,960 pro rata)

Annual leave: 16.8days

Terms: 2year contract

Probation Period: 6 months

Staff Benefits: Staff receive free membership and unlimited hours use of the workshop including 24hr keyholder access. We also have a staff development scheme for training and workshop opportunities open to all staff.

Overview:

The post of Technician is pivotal in ensuring the smooth running of a busy print workshop. Working within a team the post holder will work to maintain an organised and tidy workshop with the highest professional standards in equipment and materials available to members and course participants. They will provide a welcoming, friendly, and supportive creative environment for all and are available to troubleshoot on practical matters and provide one-to-one support where needed. They are also required to set up the workshop for courses, to work on print editions and to assist in the setting up of exhibitions.

Principal aims of the post

- ◆ To support Hot Bed Press members through providing technical advice and support.
- ◆ To help maintain the print workshop facilities to the highest professional standards.
- ◆ To maintain all tools, equipment, and machinery.
- ◆ To help maintain sufficient stock levels of paper, ink, screenprint materials etc.
- ◆ To ensure solvents and chemicals are used and stored appropriately following COSHH regulations.
- ◆ To edition prints on behalf of Hot Bed Press as part of Hot Bed Editions.

Supplementary Duties

- ◆ To ensure that materials and equipment are ready/available for evening and weekend courses.
- ◆ To support in practical issues of setting up exhibitions and events for Hot Bed Press.
- ◆ Occasionally you may be asked to deliver workshop inductions or supported print sessions for new and existing members

Technician - person specification

Below are listed the key competencies the post holder is required to demonstrate.

<i>Essential</i>	<i>Desirable</i>
<p>Knowledge:</p> <ul style="list-style-type: none"> • A good basic knowledge of etching, screenprinting and relief printing. • A sound knowledge of health and safety in the workshop including COSHH regulations. 	<ul style="list-style-type: none"> • Knowledge of contemporary print practices. • A basic understanding of photoshop, and word programmes.
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in a service user environment/ dealing with customers. • Supporting artists and problem solving • Experience of working in a team. 	<ul style="list-style-type: none"> • An interest in visual arts/ printmaking and arts education. • Experience of working with volunteers.
<p>Skills:</p> <ul style="list-style-type: none"> • Good verbal and written communications skills. • Ability to work effectively in a busy workshop environment. • A friendly and approachable demeanour. 	<ul style="list-style-type: none"> • A practical ability to maintain and repair equipment such a screen beds and etching presses
<p>Qualifications:</p> <ul style="list-style-type: none"> • Experience and skills are considered more important than formal qualifications for this post. 	<ul style="list-style-type: none"> • A degree or equivalent in printmaking or textile printing • Driving licence and own transport
<p>Additional:</p> <ul style="list-style-type: none"> • A willingness to undertake appropriate training and development as dictated by the demands of the post. • Willingness to work occasional extra evenings or weekends as the post dictates 	<ul style="list-style-type: none"> • A practical knowledge of putting on exhibitions and displays. • Some experience of teaching/ demonstrating.



Technician Job Description / Application Form

Application Form

Please complete all sections of this form. Please use additional pages for any part of the application where necessary.

Contact details

- Name
- Address
-
-
- Postcode
- Tel. no.
- E-mail

Details of Further / Higher Education

<u>Name of institution</u>	<u>Qualification (diploma, degree etc.)</u>	<u>Dates from and to</u>

Employment History

<u>Name of organisation</u>	<u>Job title</u>	<u>Dates from and to</u>

Details of relevant knowledge and experience

Please outline below your knowledge of:

1. Etching, screenprint, relief printing or book arts. *You can also let us know here whether you have knowledge and experience of stone lithography, photo-etching, photopolymer or textile printing, plus any other print related media/processes.*

Please outline below your experience of the following:

1. Working in a service user environment/dealing with customers.

1. Maintaining and organising a studio/workshop/resource.

2. Working one-to-one with artists and troubleshooting.

3. Working in a busy team and managing multiple projects/priorities.

Please note: If you need extra space for your answers, please add these on extra sheets and put a note in the relevant box indicating where to find this, [eg. see extra sheet # 1].

References. Please give the names and contact details of someone who can speak of your suitability for this post.

	Referee no. 1	Referee no. 2
Name		
Address		
Tel.		
e-mail		
Relationship/connection to yourself		



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Driving (Please delete as appropriate)

I do/ do not have a Full Valid UK Driving Licence

I do/ do not have access to my own transport

I certify that the information on this form is true and correct:

Signed

Date

Please e-mail to:

andy@hotbedpress.org

or post to:

Hot Bed Press, The Casket Works, Cow Lane, Salford. M5 4NB*

**However, we prefer typed forms and for them to be sent by e-mail rather than in the post where possible.*

We welcome applications from all backgrounds and sectors of society.

Unfortunately, Hot Bed Press is not yet fully accessible to wheelchair access, but we are working towards a fully accessible workshop as part of our development.

Deadline to receive applications: No later than 12.00pm Monday 15th November

Notification of successful applicants: by Wednesday 24th November

Interviews: will take place between 1st & 3rd December at Hot Bed Press

Please note that if you haven't heard from us by 25th November then you will not be being invited to interview. We are anticipating a lot of interest and cannot reply to everyone. Thank you for your time.

These posts are funded through Arts Council Project Grants



Supported using public funding by
ARTS COUNCIL ENGLAND