



JOB DESCRIPTION

ARTIST/TECHNICIAN-IN-RESIDENCE

Hours of Work:

Part-time 30 hours per week, term time only. How these hours are distributed to support the department's other PIT technician will be agreed upon appointment.

The combined 30-hours for Artist-in Residence/Technician post will be spread over the working week. Of these, the residency will occupy 10 hours, providing 5 hours per week for the successful applicant's own practice and 5 to fulfil the Artist-in-Residence role.

The School working day starts at 8.30 am and ends at 4.45 pm, with one day (Art Scholars' Club to be determined) continuing from 4.30-5.30 pm.

Reporting to:

Head of Art

Art Technician Role:

Purpose:

To maintain equipment and to prepare classrooms/studios to meet the teaching requirements of the Head of Department and staff.

This part-time position (19 hours per week) is to assist the smooth-running of the Art Department and to enhance the quality of display across the School.

The Art Technician does not need specialist knowledge so much as a sympathetic understanding of the subject and a willingness to be flexible and responsive to specific needs as they arise.

Outline Responsibilities:

- Checking the departmental inventory, including the condition of equipment and materials in line with health and safety requirements and maintain in good condition items such as brushes, lino and printing tools.
- Order materials and supplies at the beginning of each academic year and thereafter to maintain stock levels sometimes decanting bulky items in smaller containers (glazes, inks and photographic chemicals)
- Checking deliveries against orders, scanning delivery notes and sending invoices to Accounts and to report and, when necessary, return damaged goods to suppliers ensuring the adjustment is made to the sum charged
- Maintaining records of all orders placed, their delivery and their cost so that the Head of Art can work within the Art department's budget.

- The routine checking of classroom(s) to ensure they can meet departmental needs/health and safety regulations, and that deficiencies and breakages are reported promptly
- Preparing materials in advance of lessons: e.g. preparing clay and sorting glazes, cutting to size paper and watercolour paper for printing, lino sheets, photocopying worksheets
- Loading and unloading the kilns and monitoring the firing process
- Helping with the preparation, cataloguing and maintenance of visual resources, including the department's collection of art books
- Photographing artwork for the school magazine and department archive
- Mounting artwork for display around the School and assisting with the mounting of exhibitions.
- Other tasks as required

Artist-in-Residence Role:

The Art department is a successful and dynamic creative environment, including pottery studio. It is hoped that the artist-in-residence (10 hours per week) will be able to support all areas of the department, playing a key role in mentoring the Art Scholars' groups.

This is not, however, the only area in which we envisage the residency contributing to the art made at Beechwood. We would expect the resident to take an interest in and assist in teaching some lessons, as well as inspiring the whole community with his or her own work.

The main role of the Artist-in-Resident (10 hours per week) will be to inspire the whole community with his or her own work, but within this there are specific responsibilities:

- Involvement in the wider co-curricular activities programme, notably running an Art Scholars' Club
- To present a show of their own work at the end of the residency
- Teaching support for lessons
- To follow departmental policy and School policies

This post will provide the holder with an ideal opportunity to gain initial Art teaching experience prior to considering teacher training. Equally, it would suit a creative practitioner wishing to enhance their experience with and be inspired by working with young people.

Applicants will require a DBS check before commencing employment. This will be carried out by the School