

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Letterpress Specialist Technician

**Salary:** £27,954 - £34,449  
(pro rata £34,943 – £42,914)

**Contract Length:** Permanent

**Hours/FTE:** 0.8 FTE

**Grade:** 4

**Location:** Elephant and Castle

**Accountable to:** Printmaking Technical Coordinator

**College/Service:** London College of Communication

### Purpose of Role:

To provide technical support, professional expertise and guidance for student learning. To undertake the informal and formative training and instruction of students through Inductions, Technical Workshops and Negotiated Access in the area of letterpress printing.

The role, as part of the Printmaking, Letterpress & Book Arts Team, will provide technical support to the Technical Facilities at LCC. The role will be fully conversant with letterpress processes, including platemaking and preproduction, with special focus on digital, alternative, and sustainable practices. Some experience in relief printing and print finishing is desirable.

To contribute to students' creative intention, including giving feedback to students and contributing to student learning with reference to appropriate learning outcomes of the course or project.

### Duties and Responsibilities

- To provide learning and teaching support to students and staff in the letterpress area. ensuring the safe use and security of the workshops, equipment and materials. To provide highly specialist knowledge of letterpress processes including setting, proofing, locking up and printing.
- To assist in the development of the printing and technology resources for the benefit of student users, academic staff and a range of production clients.
- Within the Printmaking, Book Arts & Letterpress Team, to contribute to the day-to-day running of the technical spaces at the London College of Communication. This includes contributing to the general technical staffing, the use and booking of specialist facilities, specialist maintenance, and ordering of materials.
- To assist in the preparation of learning materials, and the planning and preparation of displays of work for digital or hard copy materials.
- To contribute, as a member of technical team, to the planning and development of the programme area, the identification of learning outcomes, including curriculum development, research and commercial activities.
- To contribute and collaborate with technical team members as required to ensure the key priorities and levels of service are met successfully, compliance with Health and Safety, maintenance and repairs of equipment, liaising with team members, the Printmaking Coordinator and the Technical Manager.
- To provide teaching and learning at an agreed level, which may include timetabled technical workshops, inductions and demonstrations in a range of letterpress processes.

- To provide formal or informal sessions to students that may include demonstration, instruction, and coaching of a particular skill, technique or process.
- To contribute to learning support in other areas of the practical workshop provision as and when required.
- To contribute to the project planning and delivery of exhibitions and events within the College.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of that work.
- To carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, and cross-disciplinary nature.
- To undertake frontline maintenance and repairs, liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with the Technical Coordinator and/or Technical Manager.
- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic learning and research activities.
- To take responsibility for the maintenance of inventories, issuing materials to staff and students, keeping appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; this may include paper supplies, ink, finishing materials and consumables.
- To provide professional guidance and advice to Technical Coordinator and/or Technical Manager, and assist with the commissioning of new equipment including the delivery and installations of equipment.
- To be involved with the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.

#### General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:**

- Head of Technical Recourses
- Printmaking Technical Coordinator
- Printmaking, Book Arts & Letterpress Technicians
- LCC Course Teams
- Suppliers

**Specific Management Responsibilities**


**Budgets:** Letterpress

**Staff:** None

**Other** (e.g. accommodation; equipment): immediate working environment /technical facility / area and related equipment

**HERA Ref - SICOM Tech 3**

Signed



(Recruiting Manager)

Date of last review January 2020

**Job Title: Letterpress Specialist Technician****Grade: 4****Person Specification**

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"><li>• Degree qualification or equivalent in letterpress specialism</li><li>• Experience of teaching and or demonstrating equipment and techniques related to graphic production.</li><li>• Specialist training in letterpress and digital preparations for letterpress plates, including photopolymer platemaking</li><li>• Knowledge in offset, traditional and digital printing systems and printing and finishing methods.</li><li>• Ability to apply skill, knowledge and experience to area of work and seek opportunities to improve facilities and service delivery</li><li>• Good technical and operational knowledge of printing presses</li><li>• Understanding of relevant printing techniques.</li><li>• General understanding of copyright and Intellectual Property issues related to graphic communication industries.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of teaching and or demonstrating equipment and techniques related to letterpress printing in FE/HE</li><li>• Specialist training in printmaking techniques, processes and concepts</li><li>• General knowledge of other print and binding techniques, in order to provide cross-disciplinary project advice to students</li><li>• Ability to apply skill, knowledge and experience to area of work and seeks opportunities to improve; is used as a point of specialist reference by others.</li><li>• Experience of the Higher Education environment, working with and for the student body</li><li>• Experience of producing and providing induction/training material to help both students and colleagues learn the process</li><li>• Ability to apply skill, knowledge and experience to area of work and seek opportunities to improve facilities and service delivery</li><li>• Understanding the health and safety requirements of working with students within a University</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	

	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

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