

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Photography Specialist Technician T+L	<b>Salary:</b> £33,653 - £41,329 per annum
<b>Contract Length:</b> till 31 <sup>st</sup> July 2018	<b>Hours/FTE:</b> 35
<b>Grade:</b> 4	<b>Location:</b> Elephant and Castle
<b>Accountable to:</b> Lens Based Technology Technical Coordinator	<b>College/Service:</b> London College of Communication

### Purpose of Role:

To provide professional expertise in the area of photographic image capture and process, to provide guidance and advice and contribute to the delivery of academic activities within the College.

To provide support for student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology. To provide expert guidance in the preparation of work for display, mounting and exhibiting.

To contribute technical input to student concept and expressive/creative intention, including giving feedback to students, with reference to appropriate learning outcomes of the course or project.

### Duties and Responsibilities

- To assist in the day-to-day running of the Lens Based Technology studios and darkrooms including the use and booking of specialist facilities i.e. darkrooms, processing machines, studios and the Lens Based finishing area within and outside timetabled teaching sessions.
- To contribute, as a member of the Lens Based Technical team, to the development of the Lens Based Photography technical areas.
- To contribute and collaborate with LCC technical team members as required to ensure the key priorities and levels of service are met successfully including compliance with Health and Safety, maintenance of equipment and safe mixing of photographic chemicals.
- To provide feedback to Course Leaders, Technical Coordinators and/or Technical Managers regarding service levels and student requirements.
- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students). Including workshops and demonstration of darkroom use, studio use and camera and lighting techniques.
- To supervise learning activities, providing expert guidance and technical advice to students in the area of photography image capture, helping students to identify and use of appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- To provide formal or informal sessions to students that may include, demonstration, instruction with a process/technique, coaching in the development and proficiency of a particular skill, technique or process within the area of image capture and processing.
- To liaise with the Kit Room Technical Team for Lens Based Technology equipment bookings and student requests. To help implement basic to high level technical workshops in Camera and Lighting equipment.
- To provide detailed feedback to students and contribute technical input to student concept and expressive/creative intention in relation to agreed Course Learning Outcomes.
- To advise and guide photography students in their preparation of graduate work and assist in the installation of Interim and Graduate shows.
- 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 in the area of image capture to support the ability to diagnose and resolve problems of a highly technical, complicated nature, that involves testing and re-testing scenarios and processes to lead to the successful design and achievement of intended learning

outcome/execution of work.

- To undertake frontline maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with 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 risk assessments and appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment reporting to the Technical Coordinator and Technical Managers.
- 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 Resources
- Technical Coordinator Lens Based Technology
- Technical Staff
- Suppliers and Industry Partners

#### **Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other:** Immediate working environment / Lens Based Technical Facility / Photography Area and related equipment / Relevant equipment for hanging and preparation of exhibitions and shows.

Signed: Christopher Purday      Date of last review: 21<sup>st</sup> September 2017  
(Recruiting Manager)

**Job Title: Photography Specialist Technician T+L**  
**Grade 4**

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>Degree qualification or equivalent in practice specialism</li> <li>Experience of teaching and or demonstrating equipment and techniques related to Photography</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Knowledge and experience of photographic processes including B/W C41 and RA4. Understanding of studio techniques and camera systems from 35mm to 10x8 formats.</li> <li>Background in technical delivery with the ability to explain complex technical terms and production methods.</li> <li>Knowledge of Health and Safety and best practice.</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