

| JOB DESCRIPTION | | |
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| Job Title: Support Technician LENS: Photography | | Accountable to: Technical Coordinator Lens |
| Contract Length: Permanent | FTE/Hours: 35 hours per week TTO (0.77 FTE) | Weeks per year: 35 |
| Salary: £30,777 – £37,468 pro-rata (£23,698.29 - 28,850.36 per annum) | | Grade: 3 |
| College/Service: Central Saint Martins | | Location: Kings Cross |

Purpose of Role

As a member of the College's technical team, contribute to the delivery of professional technical expertise, guidance and knowledge relating to Studio Photography supporting teaching, research and commercial activities.

Duties and Responsibilities

Technical Delivery

- To provide student facing technical support for CSM Photography Studios.
- To contribute to the delivery of technical provision and specialist knowledge of photo studio supervision, studio lighting and photography using DSLR for image and video, Adobe CC, analogue photography, traditional darkroom support and digital photography image processing.
- Support learning activities within the technical environment ensuring safe use and compliance with local rules and Health and Safety regulations. Providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- Assist with technical activities that enable the technical area to operate effectively (e.g. online resource booking, estore etc.). Collaborate with other staff across the disciplines as the role requires, to support the development and delivery of teaching and learning.
- Perform routine housekeeping activities to keep all work areas in a safe,

orderly and hygienic condition. Keep maintenance logs and records up-to-date.

- To assist in the preparation, mounting and dismantling of exhibitions and other public events.

Teaching and Learning Delivery

- To assist with the inducting new users into the facilities, providing training on all aspects of use including health and safety. Provide formal or informal sessions to users that may include one or more of the following – induction, demonstration, instruction with a process/technique, coaching with the development and proficiency of skills, techniques and process.

Development

- Through continuous personal and professional development maintain a keen interest in technical developments that are relevant to the technical support of the academic programmes.

In addition to the above, the post-holder will:

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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
- 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
- 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:

Technical Resource Managers, Technical Coordinator, Technicians, Course Leaders, Lecturers, Suppliers and Facilities, Finance Office and Estates Staff.

Specific Management Responsibilities

Budgets: None

Staff: General supervision of Assistant Technicians

Systems: Online booking systems

Other: Immediate working environment / technical facility / area and related equipment

Signed: Howard Taylor (Recruiting Manager) Date of last review: November 2021

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

| Person Specification | |
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| Specialist Knowledge / Qualifications | Undergraduate degree in a relevant subject, or significant equivalent experience in a professional technical role. |
| Relevant Experience | <p>Experience of teaching and/or demonstrating techniques related to creative photography.</p> <p>Advanced practical knowledge and hands-on experience in: Creative studio photography and lighting; DSLR use for still photography; digital image editing (Adobe suite including Lightroom, Photoshop, Indesign) and publishing.</p> <p>Advanced practical knowledge and hands on experience of Film photography (all formats) and good working knowledge of Black & White darkroom process. (desirable)</p> <p>Proven technical skills in hybrid DSLR working practice: stills & video capture. (desirable)</p> |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way. |
| Health and Safety | An understanding of relevant policies, processes and legislation, including working knowledge of health and safety legislation. |
| Research, Teaching and Learning | Uses effective teaching, learning or professional practice, to support excellent teaching, pedagogy and inclusivity. |
| Working with others | Ability to work collaboratively and constructively with other technical and university colleagues to enhance student experience and outcomes. |
| Planning and Managing Resources | Effectively plans, prioritises and organises work to achieve objectives or projects on time. |
| Student Experience or | Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for |

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| Customer Service | students, colleagues or customers. |
| Creativity, Innovation and Problem Solving | Identifies innovative and creative solutions to resolve problems. |

Last updated: June 2021