

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Printmaking Specialist Technician	Salary: £20,191 - £24,797 (pro rata to £33,653 - £41,329)
Contract Length: Permanent	Hours/FTE: 21 hours
Grade: 4	Location: Elephant and Castle
Accountable to: Print and Design Technical Coordinator	College/Service: London College of Communication

Purpose of Role:

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

The role, as part of the Print and Design Technical Team, will provide technical support to the Printmaking Facilities at LCC. The role will be fully conversant with Intaglio processes, including digital preproduction. Some experience in plate or stone lithography, and relief printing, 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 area of specialised printmaking ensuring the safe use and security of the area workshops, equipment and materials.
- 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 Print and Design Technical Team, to contribute to the day-to-day running of the Printmaking Facilities at the London College of Communication. This includes contributing to the technical staffing of the LCC Printmaking space, 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 Print and Design Technical 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 printmaking processes.
- To provide formal or informal sessions to students that may include demonstration, instruction with a process/technique, coaching with the development and proficiency of a

particular skill, technique or process related to the Illustration, Animation, Art Direction, and Graphic Design Areas.

- 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 possibly 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
- Print and Design Coordinator
- Print and Design Strand Technicians
- LCC Course Teams
- Suppliers

Specific Management Responsibilities

Budgets:

Staff:

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

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Signed _____ Date of last review June 2018
(Recruiting Manager)

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Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• Degree qualification or equivalent in printmaking specialism• Experience of teaching and or demonstrating equipment and techniques related to graphic production.• Specialist training in Intaglio and digital preparations for Intaglio; experience in relief printing, and plate or stone lithography• Knowledge in offset, traditional and digital printing systems and printing and finishing methods.• Ability to apply skill, knowledge and experience to area of work and seek opportunities to improve facilities and service delivery• Good technical and operational knowledge of printing presses, acid booths, exposure units and drying systems.• Understanding of relevant printing techniques.• General understanding of copyright and Intellectual Property issues related to graphic communication industries.
Relevant Experience	<ul style="list-style-type: none">• Experience of teaching and or demonstrating equipment and techniques related to printmaking in FE/HE• Specialist training in printmaking techniques, processes and concepts• Knowledge in pre-press methods in other techniques. These may include skills in Lithography or Relief Printing• 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.• Experience of the University environment, working with and for the student body• Experience of producing and providing induction/training material to help both students and colleagues learn the process• Ability to apply skill, knowledge and experience to area of work and seek opportunities to improve facilities and service delivery• Understanding the health and safety requirements of working with students within a University
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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