JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Art &amp; Design Technician (hourly paid)</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Media Arts</td>
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<tr>
<td>Job type</td>
<td>Casual</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Production Facility</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

To provide technical support for students’ practical projects, including craft skills training, tutoring and advising on relevant skills and tools (art department and production design for film, television, digital media and installation)

Key Tasks

Make and source props, costume elements, scenery items, exhibition structures, etc. as required for a wide range of student creative activity across a range of the department’s undergraduate and taught postgraduate courses.

2. Training, advising, supervising, supporting, and troubleshooting students’ art department requirements for their practical assessments, including tutorials for the realisation of their ideas, supervision of pre-production organisation, and production itself, including research, sourcing props, costumes & make-up, and constructing sets, all in accordance with professional practice and established health & safety procedures.

3. Supporting students' design and manufacture of conceptual art pieces for the Creative Digital Art 2nd & 3rd year UG option, involving tutorials and advice for realisation and visualisation of ideas and concepts as fine art, including suggesting relevant research, materials, processes and compromises within an understanding of degree level appraisal and criticism.

4. Use of professional software applications in the creation of digital image work, including supporting students working with these applications.

5. Ongoing personal training and development, including teaching skills and professional computer applications, to complement and develop technical service skills and to share knowledge and skills among other members of the Media Arts Centre technical team.
6. Organise, maintain and update elements of the art facilities for students’ use, including building set flats and other set elements, maintaining art stock levels of paint, raw materials, props, hand tools, etc...

7. To be trained in COSHH assessment procedures, undertake COSHH assessments and implement appropriate storage, handling and usage arrangements for the department’s art products and materials.

8. Using our computer system to book, issue and receive Media Arts props and, less frequently, equipment for students to use on their location filming and studio projects, and advising on handling, for example in the safe handling and use of the Department’s replica weapons.

9. Planning and running practical workshops and presentations about art department, production design and digital art.

10. Assisting with planning and provision for Department events, for example displays for Open Days.

11. Attending relevant meetings within the department.

12. Driving vehicles to transfer scene elements and properties in relation to Media Arts productions, including external hire.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.