

Photography Workshop Assistant (0.8 FTE)  
Permanent  
Technical Support Department

The Role

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Job Title	Workshop Assistant (0.8 FTE)
Location	TSD Photography (Reid and Stow)
Reports to	Head of Technical Support through the Team Leader
Purpose	<p>The post holder will be assigned to the Photo team of the Technical Support Department.</p> <p>The role is responsible for supporting the operations of the workshop technician by ensuring the workspaces are clean and well stocked and machines are operational.</p> <p>They will provide students with appropriate equipment, consumables and tools and ensure that all users are working in line with workshop guidelines, Health and Safety practices and regulations.</p>

Organisational Chart      See Appendix II

Dimensions

- All technical areas within the GSA are, in principal, seen as a common resource and as such will cater for staff and students from across GSA;
- The post holder will undertake tasks with the support and guidance of the Photography Team leader and workshop technicians;
- The post holder will proactively ensure that all users are working safely and the working environment is maintained in a healthy and safe manner;
- This role will work with students to ensure they have the correct materials, tools and equipment and assist in completing technical processes;
- Knowledge of working with photographic processes, lighting, scanning, high quality digital photographic prints and related workshop processes is essential to ensure they can assist staff and students safely;
- Experience of working with Adobe creative suite and other relevant software;
- The post holder will have a willingness to learn and develop their making skills and safety knowledge;
- The post holder will have an understanding of wider TSD making resources. They will work alongside other technicians to ensure that students can access a seamless interdisciplinary resource.

Area

- TSD Photography (Reid and Stow)

### People

- Staff
  - Working closely with photography workshop staff
  - Working with technical staff from across TSD
  - Academic and other professional support staff as appropriate
- Students
  - The main users of the Reid Spaces will come from communication design undergraduate and postgraduate students in the school of design and the main users of the Stow spaces are Fine Art Photography undergraduates and Fine Art postgraduates.
  - Occasional use is expected from across the rest of GSA (other school of Design, School of Fine Art, Mackintosh School of Architecture, School of Simulation and Visualisation)

### Key Accountabilities -

The postholder will be responsible for:

- Ensuring high level of orderliness and cleanliness are maintained in the workshop to ensure a healthy and safe environment;
- Act as a consistent and reliable first point of contact for students and staff for safety advice and to raise any other issues;
- Ensuring stock levels are monitored and maintained to ensure students can continue with their work to meet deadlines;
- Able to support students in navigating TSD online resources including Canvas Virtual Learning Environment and Connect 2 Booking System;
- Responsible for checking students accessing spaces against permitted access list;
- Supporting specialist technicians in specific tasks as directed;
- Taking payment for student materials using izettle;
- Preparation of materials and equipment for teaching sessions;
- Undertake front line service of machinery and equipment within the workshop;
- Security and general upkeep of workshop materials, tools and equipment;
- Administrative duties related to workshop operation;
- Engaging with GSA's staff development programme, attending appropriate training courses when required;
- Liaising with IT support services to ensure the facility runs smoothly;
- Any other duties as reasonably requested by the Head of Dept/Head of School;
- Some evening work will be required.

### Key Challenges

Whilst maintaining, a safe working environment in compliance with Health & Safety directives at all times, the postholder will be expected to:

- Be flexible and adaptable in meeting a wide variety of competing demands
- Knowing when to refer a student to a technician for support

- Cope effectively with a heavy workshop load and high levels of student demand and expectation;
- Able to effectively manage time across all aspects of role

#### Relationships

- Internal Contacts:
  - Photo technician and academic staff
  - Other technicians within the Photo technical team and across the Technical Support Department
  - GSA support staff

#### Background Experience/Qualifications

The postholder will have:

- A good standard of general education (City and Guilds or above);
- Knowledge of a range of techniques specific to Photography including: producing large format, exhibition quality inkjet prints; using ColourByte, ImagePrint RIP; print ready book layouts; using photographic studio and lighting equipment; using darkroom processes.
- Knowledge of the safe operation and maintenance of workshop equipment;
- An interest in historic and contemporary making practices;
- Good communication skills;
- An awareness of Health and Safety regulations and procedures;
- Current First Aid at Work certificate is desirable;
- A competent level of IT skills in MS Office and Adobe Suite;

#### Person Specification

The postholder will:

- Have excellent inter-personal skills for dealing with students, staff and immediate colleagues;
- Be a motivated team player with experience of working collaboratively;
- Have an approachable, proactive and professional attitude, good planning skills, ability to balance competing demands across a range of spaces;
- Have a proactive and committed approach towards Health and Safety;
- Have well-developed organisational skills, including the ability to manage own workloads without close supervision;
- Demonstrate problem solving skills;
- Have an enthusiastic and flexible approach to experimentation and diverse student ideas;
- Show commitment to equal opportunities and diversity.

Terms and Conditions

Contract	Permanent (0.8 FTE)
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 3 months.
Salary	Grade 3 £20,600 – £23,487 per annum pro rata
Hours	28 hours per week
Holidays	30 days plus 11 statutory holidays per annum, pro rata
Pension	Local Government Superannuation Scheme
Notice Period	1 month