

Photography Technician Job Description



Job Title	Photography Technician
Department	Stroud School of Art
Reporting to:	Learning Area Manager – Tom Henderson
Post reference:	
Main Purpose of the role	
To prepare and maintain studios, resources and workshops and to assist lecturers and students as required.	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • Maintain rooms /studios and equipment and ensure they are ready for student use. • Management of Photography rooms and resources. • Prepare relevant materials/equipment for lecturers as required. • Assist lecturers during classes as required and provide students with technical support. • To order suitable materials/equipment and to take, check and store deliveries. • To undertake remodeling of studios as appropriate throughout the year. • To advise the line manager of equipment to be replaced/fixed and to obtain quotes as appropriate. • Maintain a record of repairs and servicing carried out. • Be responsible for maintenance and repair of equipment. • Be aware of industry developments in equipment and techniques and advise as appropriate. • Using a booking system, sign equipment in and out. • To work across the department and to provide cover and support for other technicians as required. • Undertake risk assessments, compose safe systems of work and ensure health & safety compliance. • To undertake Portable Appliance Testing, PUWER testing as required; ensuring appropriate records are kept. • Safeguard students and staff. • Support where possible the set-up and presentation of work for exhibitions and events. • Any other duties as required by the Learning Area Manager that are commensurate with the grade. 	
Role Dimensions	
<ul style="list-style-type: none"> • Reporting to Learning Area Manager • Working with any Team Leader, Programme Leader and all full time & part time student cohorts in Stroud School of Art • All Art, Design and Photography Courses. 	
Key Interfaces	
<ul style="list-style-type: none"> • Lecturers • Learners • Technician Team • Leadership • Estates 	

Supporting College Goals and Values – all roles			
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College’s goals and, at all times, both internally and externally, to behave in a manner consistent with the College’s mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College’s commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work. • Sharing and prioritising the effective implementation of the College’s Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety, 			
Measurable Performance Standards for this role			
<ul style="list-style-type: none"> • Monitoring expenditure, liaising with tutors and LAMs to ensure appropriate expenditure. • Maintain resources by monitoring stores and timely ordering of materials. • Maintain tidy studios and workshops; through working with tutors and students. • Maintain clean studios and workshops by liaising with LAMs, tutors and Estates staff. • Yearly update of risk assessments, safe systems of work. Revise mid-year where needed. • Maintain PUWER records, and associated maintenance of machines and tools. • Attend regular technician meetings to drive departmental improvements and communication. 			
Level of Disclosure and Barring (DBS) disclosure required			
Enhanced with Children’s barred list checks			
Author and Date			
Tom Henderson – 09/01/25			
Job Evaluation (for HR Completion)			
Status:	Approved	Date:	15/01/2025

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Photography Technician



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above.		✓	Application form
Subject relevant HE qualifications (e.g. Degree or Masters in Photography or Film).		✓	Application form
Experience and knowledge			
Relevant industry experience, including how to set up and manage a photography studio and dark room. Knowledge of how to produce digital photography using relevant software. Knowledge of how to support and set-up exhibitions.	✓		Application form
Knowledge of the Further Education sector, including safeguarding awareness, types of learning and how to differentiate accordingly.		✓	Application form
Currency of knowledge around industry trends.	✓		Application form
Skills and abilities			
IT Literate (especially proficient in the use of Excel and Word).	✓		Application form
Ability to use Adobe Photoshop and Lightroom.	✓		Application form
Ability to use Adobe Premiere Pro and After Effects.		✓	Application form
Understanding of AI and sustainability themes relevant to the subject.		✓	Application form
Essential College attributes			

Criteria	Essential	Desirable	Assessed by
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview



JOB DESCRIPTION

Job Title: Lecturer
Reports to: Learning Area Manager

Main Duties and Responsibilities

- a) To undertake all forms of pedagogic work which may include classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and student placements.
- b) To ensure the associated organisational and administrative work, preparation and marking is undertaken.
- c) To provide the appropriate student welfare and academic/non academic counselling responsibilities.
- d) To undertake an annual teaching workload of contact hours for category 'A' duties of 828 maximum to 761 minimum (pro rata for part-time) as detailed in the College workload agreement.
- e) To conduct curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials.
- f) To ensure the administration and management of subjects/units/modules of education and training, or of significant facets or subdivision of these, is carried out.
- g) To support publicity and public relations related to the College is carried out at all times.
- h) To participate in appropriate team and committee meetings.
- i) To ensure unit/subject/module administration and group tutorial duties, including interviewing, induction and assessment (including satisfactory retention rates, exam results), monitoring student progress, placement and destination, monitoring, review and evaluation is achieved.
- j) To participate in internal verification and moderation procedures.
- k) To support the College quality assurance and control procedures.
- l) To participate in the College staff development review and appraisal process.
- m) To support and participate in in-service training and staff development programmes based on assessment of individual and College needs.
- n) To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.

- o) To undertake individual or collaborative research and consultancy work agreed by College management to be part of the lecturer's duties.
- p) To ensure subject updating activities including curriculum and professional are undertaken and agreed with the line manager.
- q) To observe and have responsibility for the College Health and Safety policies. This includes the duty to take reasonable care to avoid injury to themselves or others by their work activities or omissions, and to co-operate with their Employer in the discharge of its statutory duties

NB: Lecturers will be required to carry out any other duties commensurate with the grade of post and conditions of service which may be required from time-to-time.

Person Specification

Essential Qualifications:

- Educated to degree level or equivalent or have substantial relevant subject experience.
- You will be required to obtain a Stage 3 full professional qualification (PGCE in post-16 education or equivalent) within 2-4 years of commencing lecturing duties within the College.
- Possess excellent interpersonal and organisational skills.

Desirable Qualifications:

- Working within a HE/FE environment

Signed:

Print Name:.....

Date: