



MARLBOROUGH COLLEGE
SUMMER SCHOOL

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Job Description

The aim of this job description is to provide you with information to define the function of your position within the organisation and to inform the job holder of their duties.

This document is not an exhaustive or definitive list of duties to be carried out by the jobholder and is only a guideline. It may be updated as required and staff may be asked to undertake any reasonable task or duty necessary to assist with the event.

Job Title: ART TECHNICIAN

Department: Summer School

Responsible to: Senior Art Technician

Contracted to: 8 July – 14 August 2019

Days of Work (2019):

Set Up	8 July – 12 July (13 July, if required)
Week 1	14 July – 20 July
Week 2	21 July – 27 July
Week 3	28 July – 3 August
Week 4	4 August – 10 August
Breakdown	11 August – 14 August

Hours of Work: Flexible, but based on 8 hours per day.

Hourly Rate: £7.50 per hour (set up and clear up only).

During the Summer School period staff should not be required at the following times as long as all necessary duties have been sufficiently completed:

- 12.00pm on Saturday 20 July to 2.00pm on Sunday 21 July
- 12.00pm on Saturday 27 July to 2.00pm on Sunday 28 July
- 12.00pm on Saturday 3 August to 2.00pm on Sunday 4 August

Salary: £225 per week including all meals and accommodation, where required, during the four weeks of the event itself.

Overall Duties

To provide comprehensive support to the Operations Manager, Senior Art Technician, tutors and students of Summer School.

The Role

This position has been created to reflect the importance that is attached to providing the best possible service during Summer School. The Art Technicians, alongside the Senior Art Technician and the Operations Manager, will have a responsibility for the art courses set up, assistance for the duration and clear down each week.

Typical tasks

This is not a finite list of duties and so flexibility will be required. This provides an outline of the types of tasks that will be undertaken.

Set Up Week

- Request a run through of how to use/adjust the printing press and photocopier if required with the Senior Art Technician.
- Assist in contacting all relevant tutors to discuss their room set up requirements and ask for a floor plan if helpful. The Operations Manager will have any existing tutor's floor plans in their file.
- Help arrange the Art School as requested by tutors. In the Science and Museum Blocks ensure relevant rooms used for art courses are prepared i.e. floors are covered with cardboard and surfaces covered with plastic.
- Go through tutors materials request forms and make sure that there are enough supplies in the art store container to last the four weeks.
- Advise the Senior Art Technician if they need to place orders with Consortium for any additional materials required.
- Distribute all requested materials to relevant tutor's rooms using the green crates.
- Liaise with Art Tutors on the Sunday prior to the start of courses on Monday to ensure that they have all the materials/equipment that they need.

Main Event

- Open/close the Art Department each day at the agreed time with Operations Manager.
- Liaise with the Senior Art Technician for your specific responsibilities for the day.
- There must be one Art Technician in the Art School and Science Block at all times during opening times. This will be on a rota basis.
- Regularly check on tutors to ensure they have what they need both in the Science Block and Art School.
- Modelling for art classes when required.
- Assist tutors with photocopies where required.
- Provide customer service/assistance to students especially those with mobility issues.
- Collect break supplies from Norwood Hall for art tutors and students in Art School every morning at 10am.
- Assist art courses with the set up and take down of their exhibition on Friday's. Ensure they have supplies e.g. Staple Gun, Blu Tac, etc.
- Put together materials for tutors coming in the following week ready to go into their rooms on the Sunday.
- Friday evening/Saturday morning - room changeover. Working closely under the instruction of the Operations Manager, assist the Senior Art

Technician to ensure the relevant rooms are prepared for incoming tutors according to their requests and make sure their materials are provided. Classrooms must be ready to go by 2pm each Sunday.

- Ensure fire exits are not blocked and fire doors are not propped open.

Clear up

- Restore Science Block, Museum Block and Art School rooms to original layout ready for the school term (refer to photos taken in set up week).
- Return all Summer School art supplies and equipment to the containers in an organised and tidy way.
- Report any issues with classrooms to the Senior Art Technician.

Technician staff are entitled to all meals in Norwood Hall in the weeks that they are working during the event itself (not set up or clear down). Please collect smart cards and radios from the Summer School office on Monday of the set up week.

Person Specification

Attributes	Essential	Desirable
Qualifications	A good standard of education.	Relevant qualifications and/or experience in a similar role. First Aid Training. Health and Safety Training. Fire Safety Training.
Experience and Skills	Team player Reliable and punctual Flexibility Good interpersonal skills A keen interest in Art	Experience in a similar role. Ability to understand and act on instruction. Knowledge of another language.
Personal Qualities	Positive attitude Hands on approach Capable of making decisions Friendly and approachable Observant Shows initiative and efficiency Able to meet the demands of a position Outgoing/Self motivated	