

RCA/180



Royal College of Art
180 Years of Innovation, Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

- Role:** Technical Instructor in Ceramics and Glass
- Department:** Information, Learning and Technical Services
- Grade:** 6
- Responsible to:** Technical Coordinator

Background:

The Royal College of Art is one of the world's most influential institutions of university status devoted to the study of art, design, humanities and communication.

Technical Services is one of the service divisions of Information, Learning and Technical Services (ILTS), a cross-college department, which includes the Library, Archives and Collections, IT and Audio-Visual Services.

Purpose of the post:

Contribute as part of a team in the effective provision and availability of specialist equipment and work areas in order to facilitate academic delivery, student learning, research and enterprise activities. To provide highly skilled technical assistance, guidance and technical instruction to students and staff, demonstrating equipment and processes as appropriate.

Duties and responsibilities:

- Provide technical support, advice and demonstrations within the Ceramic and Glass workshops.
- Be responsible for the smooth running of the cold glass workshop / contribute to general ceramics and glass workshops / operate and maintain cold specialist equipment.
- Deliver and record technical inductions and demonstrations in the correct and safe use of use of cold glass equipment. Ensure good working practice occurs

within the workshop/area of responsibility.

- Evaluate, deliver and communicate innovative solutions to technically complex creative ideas and give appropriate feedback.
- Monitor work being carried out in the workshop, ensuring high standards of safety and housekeeping at all times.
- Organize and maintain specialist equipment in the cold glass workshops and keep accurate records. Assist with requisitions and ordering as required.
- Participate in the reviewing and monitoring of technical facilities. Liaise with Academic, Technical and Research staff and all other users with regards to the current resource provision and future developments.
- Contribute to the development and creation of learning and promotional materials.
- Represent technical services and the ceramic and glass area by attending appropriate meetings as agreed with the Technical Coordinator.
- Comply with all Royal College of Art policies and procedures.
- Monitor and maintain a safe working environment in accordance with H&S policies and procedures. This includes the completion of risk assessments.
- Support events and exhibitions as required including the handling, transportation and installation of art works.
- Assist in the training & induction of new and/or temporary staff.
- Undertake any other duties consistent with role as required and in agreement with the Technical Coordinator and or Technical Services Manager.

Personal Specification:

Essential

- Significant specialist knowledge in the safe use, and general maintenance of specialist cold glass equipment and tools.
- Significant specialist knowledge of kiln / lehr packing and programming
- Significant specialist knowledge of glass and ceramic raw materials
- Specialist knowledge of glass casting
- Good IT skills
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate
- Excellent problem solving skills
- Excellent user focus and a flexible approach
- The ability to use initiative and work independently and as part of a team
- Excellent communication and interpersonal skills, both written and verbal
- Ability to share knowledge and transfer skills and capabilities
- Knowledge of Health and Safety issues and Risk Assessment procedures

Desirable

- Basic understanding / experience of hot glass processes to include blowing and lamp work.
- Basic understanding / experience of ceramic processes to slip casting, mould making, hand building.
- Experience of show installation

- Experience of working in higher education, preferably with postgraduate students
- An interest and enthusiasm for contemporary art, design and culture

Additional information

- Salary working four days per week: £24545 - £28106 per annum inclusive of London Allowance.
- Normal hours will total 28 per week over four days, 9.30am to 5.30pm with an hour each day for lunch
- 20 days annual leave plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- Location: Battersea

PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

5 weeks' (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.