

RCA/180



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

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Role: Technical Instructor in Digital Print – White City

Department: Information, Learning and Technical Services

Grade: 6

Responsible to: Technical Coordinator in Print

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 print team in the effective provision and availability of specialist equipment and work areas in order to facilitate academic delivery, student learning, research and knowledge exchange activities.
- Provide highly skilled technical assistance, guidance, technical instruction and printing services to students and staff, demonstrating equipment and processes as appropriate.

Duties and responsibilities:

1. Provide technical support, advice and demonstrations in the use of digital software for the preparation of print ready files, scanning and resolution to achieve a quality image and digitally print on to fine art paper. Assist and support digital printing on a variety of printing substrates using both Mac and PC software.
2. Operate and maintain digital print resources, supporting both the production of large format specialist printing and the high volume printed output through the College print bureau services. To provide a viable and sustainable digital

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print service that can compete with commercial bureau on quality and capability.

3. Monitor work being carried out in the digital print area, ensuring high standards of safety and housekeeping at all times. To maintain equipment within the print bureau, ensuring that the equipment and materials are available and fully stocked for use outside of core working hours.
4. Organise and maintain specialist equipment in the digital print area and keep accurate records. To assist with requisitions and ordering as required. To recover payment promptly, fairly and accurately.
5. 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.
6. Contribute to the development and creation of learning and promotional materials.
7. Represent technical services and the Digital Print area by attending appropriate meetings as agreed with the Technical Coordinator.
8. Comply with all Royal College of Art policies and procedures.
9. Monitor and maintain a safe working environment in accordance with H&S policies and procedures. This includes the completion of risk assessments.
10. Support events and exhibitions as required including the handling, transportation and installation of art works. To assist in the production of college vinyl signage and assist with installation when required.
11. Assist in the training & induction of new and/or temporary staff.
12. Undertake any other duties consistent with role as required and in agreement with the Technical Coordinator and or Technical Services Manager.

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Personal Specification:

Skills and Experience

Essential

- Experience in a commercial style Printing Reprographics Bureau.
- Significant knowledge and experience in large format digital printing and software used in file preparation, scanning and resolution to achieve a quality image.
- Deep knowledge of job queuing systems for digital graphics and print and colour management.
- Expertise in properties and limitations of pigmentation and substrate materials - paper, film and fabric.
- Experience of In Design and Adobe Creative suite.
- Good time-management skills with the ability to prioritise and organise complex demands/tasks.
- Excellent problem solving skills.
- Excellent user focus and a flexible approach.
- Excellent communication and interpersonal skills, both written and verbal at all levels.
- Creating teaching/training induction and demonstration material for a range of skill levels
- The ability to use initiative and work independently and as part of a team.
- Ability to carry out maintenance procedures and management of specialist equipment.
- Knowledge of Health and Safety issues and Risk Assessment procedures.

Desirable

- Knowledge and experience in the use and application of Riso Printing, its use and application in relation to printmaking.
- Experience of 2D vector graphics software, 3D computer aided design (CAD) and digital aided making equipment.
- Previous art handling experience and installation /practical skills.
- Experience of working in higher education, preferably with postgraduate students
- Experience of administrative processes, word processing, stock taking, and processing orders
- An interest and enthusiasm for contemporary art, design and culture.
- Willingness to undergo training to achieve required skill base.

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Additional information

- Salary working five days per week, term time only (34 weeks) £22,008 - £25,200 p.a. inclusive of London Allowance.
- Salary is inclusive of 3.3 weeks annual leave which is taken outside of College term time.
- Normal hours will total 35 per week over five days, 9.30am to 5.30pm with an hour each day for lunch, 34 weeks per year.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Location: White City, London

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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.

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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.