



Royal College of Art

Postgraduate Art and Design

JOB DESCRIPTION

Role: Technical Instructor in Photography

Department: ICT, Library and Technical Services (ILTS)

Grade: 6

Responsible to: Technical Coordinator

Background:

The Royal College of Art is the UK's only entirely postgraduate university of art and design, dedicated to teaching, research and knowledge exchange with industry.

The College's 1967 Royal Charter specifies that the College's purpose is "to advance learning, knowledge and professional competence particularly in the field of the fine arts... through teaching, research and collaboration with industry and commerce". Fifty years on, the College remains in the vanguard of creative enquiry, and in 2018/19 the College will have around 2,300 students from more than 75 countries registered for MA, MRes, MPhil and PhD degrees. Applications are strong, and the College's strategy sets out an ambitious plan both to increase student places to 3,000 by 2021 and to launch new programmes underpinned by its world-class research.

The College is located on three sites in central London, in Battersea, Kensington, and White City. In 2016 the Chancellor of the Exchequer announced an unprecedented £54 million grant to support a major expansion at Battersea to create a flagship innovation campus, housing new research centres, knowledge exchange labs and additional space for the College's highly successful business incubator, InnovationRCA. With planning consent achieved in February 2018, work on the new building started in early 2018 with the completed campus due for completion in 2020/21.

As well as welcoming students from around the world, the College's global dimension is enhanced through extensive links with business and industry and its partnerships with leading art and design, cultural and educational institutions



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including, among many others, its neighbours in Kensington (Imperial College London, the Victoria & Albert Museum, the Royal College of Music, the Science Museum, and the Natural History Museum).

The College has more than 400 permanent academic, technical and administrative staff, with in excess of 800 visiting lecturers and professors, including internationally renowned artists, designers, theorists and practitioners. These staff, together with innovative forms of teaching and learning, dedicated technical facilities and research centres, all contribute to create an exceptional creative and intellectual environment and a remarkable record of graduate employment. Numerous eminent graduates have created far-reaching impact and influence, and the College boasts such noteworthy alumni as Sir James Dyson, Thomas Heatherwick, David Hockney, Tracey Emin, Christopher Bailey, Julien McDonald, Margaret Calvert, Alison Jackson, Idris Khan, Sir Quentin Blake, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

Technical Services is one of the service divisions of ICT, Library and Technical Services (ILTS), a cross-college department, which includes the Library, Archives and Collections, ICT and Digital Development.

Purpose of the post:

- Take a lead in ensuring 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 and technical instruction to all users within a photographic workshop environment, demonstrating equipment and processes as appropriate. This post is divided between the photography lab areas and supporting the needs of the photo studios daily operations.

Duties and responsibilities:

1. Plan, organise and deliver technical support, advice and demonstrations in analog and digital photographic printing and processing techniques. This includes the use of photographic processing machinery, film scanning, traditional B&W film and RA4 paper processing, C41, colour-



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- printing techniques and the preparation and transfer of digital files to the Digital C- Type Printer.
2. Provide technical support, instruction, advice and demonstration in the Media / Photography studio areas across all locations. This includes advice in the choice of photographic techniques, processes and equipment to be used.
 3. Operate and maintain the photography darkrooms on a regular basis to ensure the most effective environment for all users, this includes maintaining the chemical processing areas and machinery.
 4. Operate and maintain the Media / Photography studios and color suite.
 5. Organise, deliver and record technical inductions, demonstrations and workshops in the use of lab photographic equipment and processes and in the correct and safe use and the functional possibilities of digital and analog photographic equipment. Oversee the booking of equipment and darkrooms and ensure the resources are setup and ready for use. Ensure good working practice occurs within the workshop/area of responsibility.
 6. Research, evaluate, and communicate innovative solutions to technically complex creative ideas and give appropriate feedback. Act as point of reference to all workshop users.
 7. Monitor work being carried out in the photography darkrooms, colour suite, workshops/photo studios or areas of practice ensuring high standards of safety and housekeeping. Oversee and monitor workshop usage and occupancy.
 8. Organise and maintain specialist equipment in the photography darkrooms ,colour suite and Photo studios ,keep accurate records. To liaise with other technicians regarding shared equipment, facilities and duties. To be responsible for the recording, monitoring and reporting of activities and inventories. Where necessary, liaise with external repair and maintenance providers. Assist with the purchasing, delivery and installation of new equipment.
 9. Help support the photography of student work at key times including College shows and events.



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10. 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.
11. Develop and create learning and promotional material.
12. Represent technical services and the photography area by attending appropriate meetings as agreed with the Technical Coordinator.
13. Comply with all Royal College of Art policies and procedures.
14. Monitor and maintain a safe working environment in accordance with Health and Safety policies and procedures, this includes handling of chemicals and following COSHH procedures. This includes the completion of risk assessments and ensuring that all assessments are suitable and sufficient.
15. Support events and exhibitions as required including the handling, transportation and installation of art works.
16. Assist in the selection, training, induction and supervision of new and/or temporary staff.
17. Undertake any other duties consistent with the role as required and in agreement with the Technical Coordinator and/or Technical Services Manager.

Personal specification:

Essential

- Significant highly skilled specialist knowledge in relevant processes, techniques and skills Inc.: RA 4 paper processors, Flextight scanners, Colour and black and white photographic printing, C41 processing
- An extensive knowledge of both digital and analogue image capture and editing software including the Adobe suite
- Extensive knowledge and experience in the use of a variety of camera formats both analogue and digital including specialist processing / printing and output methods
- Knowledge and understanding of Flash and Continuous lighting.
- Good level of digital literacy (Mac and PC)



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- Excellent communication and interpersonal skills, both written and verbal
- 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
- Commitment to continuing professional development and engagement with professional issues
- The ability to use initiative and work independently and as part of a team
- Ability to share knowledge and transfer skills and capabilities
- Knowledge of Health and Safety issues and Risk Assessment procedures such as COSHH

Desirable

- Specialist knowledge in Chromira, C-type printers, 360 photography.
- Experience of working in higher education, preferably with postgraduate students
- An interest and enthusiasm for contemporary art, design and culture

Additional information

- Salary working five days per week, all year round £31,244 - £35,783 per annum inclusive of London Allowance.
- 25 days annual leave plus extended breaks at Christmas and Easter.
- Normal hours will total 35 per week over four days, 9.30am to 5.30pm with an hour each day for lunch.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Location: All three sites.

APRIL 2019



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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.

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.