



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Role: Lead Technical Instructor in Art and Design, Graduate Diploma

Department: Information, Learning and Technical Services

Grade: 8

Responsible to: Technical Services Manager

Location: London - White City

Background:

The Royal College of Art is the UK's only entirely postgraduate institution of art and design, dedicated to teaching, research and knowledge exchange with industry. The RCA has been ranked the number one university-level institution for art & design, internationally, for the eighth consecutive year according to the QS World University Rankings by Subject, 2021.

The College currently has some 2,700 students registered for Graduate Diploma, MA, MRes, MPhil and PhD degrees, and this is set to rise to 3,000 in coming years. The majority of postgraduate teaching and research supervision is delivered by the RCA's four Schools: Architecture, Arts & Humanities; Communication; Design, with each School led by a Dean of international standing and a recognised leader in their field.

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Burberry Materials Futures Research Group); the Intelligent Mobility Design Centre, the HELIX Centre, and future centres in Computer Science and in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

Our People

The RCA's Royal Visitor (Patron) is HRH Prince of Wales; its Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson. The RCA has more than 450 permanent staff, including internationally renowned artists, designers, architects, theorists and curators. These staff, together with an innovative pedagogy, world-class technical facilities and research centres, all contribute to an exceptional environment and a remarkable record of graduate employment. Generations of eminent graduates have created far-reaching impact and influence, such as Barbara Hepworth, Bridget Riley, David Hockney, Sir Ridley Scott, Sir James Dyson OM, Asif Kapadia, Thomas Heatherwick,



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Chris Ofili, Tracey Emin, Jake & Dinos Chapman, Christopher Bailey, Idris Khan, Chantal Joffe, Sir David Adjaye, Erdem, Monster Chetwynd, Oscar Murillo and Lina Lapelyte.

Strategic Plan 2022–2027

The RCA is currently crafting a new strategic plan, involving all staff in a process that will conclude in March 2022, with the publication of a new Strategic Vision and Plan for the next five years and the appointment of our new Chair of Council, Sir Peter Bazalgette.

This plan will embrace the roll out of a new model of delivery for our taught postgraduate programmes; it will underscore our commitment to being the world's most research-intensive art & design university; and it will commit to a number of Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

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

The Graduate Diploma Art & Design prepares students for Master's study in Art and Design. The programme focuses on developing proficiency in the discursive languages and independent learning methods and practices of art and design, and on introducing students to the role and influence of art and design in the world today. The programme is interdisciplinary in nature, and Graduate Diploma students are invited to select a specialism at enrolment from the following areas: Communication; Fine Art; Humanities; Fashion & Textiles, and Product, Interiors & Spatial Design.

Purpose of the post:

- Take a lead in the day-to-day function of technical services within our Graduate Diploma facilities.
- 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 transfer activities.
- Provide highly skilled technical assistance, guidance and technical instruction to all users, demonstrating equipment, processes and software as appropriate.

Duties and responsibilities:

1. Provide technical instruction, support and advice in a variety of art and design related processes. This may include providing support in software such as Premiere, Illustrator and Photoshop; a broad range of making processes such as working with wood, metal and plastics; fabric manipulation; and material exploration and investigation.
2. Plan, organise, deliver and record technical demonstrations, inductions, workshops and presentations in a variety of Art and Design processes.



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3. Research, evaluate and communicate innovative solutions to technically complex creative ideas and give appropriate feedback both in person and remotely. Act as a point of reference to all workshop users.
4. Act as a point of contact for technical staff in the area and ensure that requests, tasks or any issues are carried out or communicated effectively.
5. Manage the day-to-day operations within the workshops, including the line management of technical staff within the area. Take responsibility for the allocation and supervision of daily tasks, carrying out regular reviews and setting and monitoring objectives through the use of the College appraisal process.
6. Support the planning, training and development of the technical staff and the specialist expertise. Ensure that the core competencies and skills required meet current needs and future aspirations of the College.
7. Monitor work being carried out in the area, ensuring high standards of safety and housekeeping at all times. Oversee and monitor usage and occupancy.
8. Proactively support the day-to-day running of the department as directed to include, general day-to-day maintenance of equipment, engaging with suppliers and specialists, budget control and monitoring material stock.
9. Lead in the development and creation of online learning materials.
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. Contribute to the development and future planning of the provision. Through research, analysis and review, provide the Technical Manager information on resource potential and innovations that meet the current and future needs of the college.
12. Represent technical services and the Graduate Diploma Technical team by attending appropriate meetings as agreed with the Technical Manager.
13. Comply with all Royal College of Art policies and procedures.
14. Monitor and maintain a safe working environment in accordance with H&S policies and procedures employed for managing Health and Safety. This includes knowledge and understanding of COSHH and the completion of risk assessments, ensuring that all assessments are suitable and sufficient and remain up to date



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15. Support events and exhibitions as required including the handling, transportation and installation of art works.
16. Support research projects and income generation activities within the College.
17. To assist with sales and payment for services. To recover payment promptly, fairly and accurately.
18. Assist in the selection, training, induction and supervision of new and temporary staff.
19. Undertake any other duties consistent with role as required and in agreement with the Technical Services Manager.

Personal specification:

Essential

- Experience of managing services and teams
- Experience of budget management and standard financial controls
- Commitment to professional development and engagement with professional issues within own area of expertise
- Significant specialist knowledge in relevant processes, techniques and skills
- Good IT skills
- 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
- Ability to deal with difficult situations and confidential matters and to resolve problems when they arise
- The ability to use initiative and work independently and as part of a team
- Ability to share knowledge and transfer skills and capabilities
- Ability to make/give formal presentations
- Knowledge of Health and Safety issues and Risk Assessment procedures

Desirable

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

Additional Information

- Location: White City
- 1.0fte – 18 month post
- Salary working 5 days per week: £42,323 - £46,018 per annum inclusive of London Allowance.



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- Normal hours will total 35 hours per week, 9.30am to 5.30pm with an hour each day for lunch.
- 25 days annual leave, plus extended breaks at Christmas and Easter at the discretion of the college.
- A contributory defined benefit pension scheme and interest free season ticket loan are available

MAY 2022



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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 19% 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.

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.



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Events

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