Job Title: Art Technician
Date: October 2016
Department: Art Department
Reports To: Director of Art

Purpose of the Position:
The Art Technician’s main responsibility is to provide support to teachers in the Art Department and to liaise with the other technicians in order to ensure the efficient running of the Art School’s day-to-day programme of varied extra-curricular activities and timetabled lessons. Duties include such diverse areas as the preparation of canvases and boards for painting, framing of pupil art, ordering & collection of art materials, organisation of equipment storage and art supplies, ensuring equipment across the department works correctly, display of artwork around the College and exhibitions in the V&A, Dining Hall, Masters Lodge and corridor display spaces. It is envisaged that duties will be conducted on the basis of their given priority and with assistance from the Lead Technician and the Director of Art.

Within this context, the Art Technician will be a committed and professional member of the team in the Art School, enhance the excellent reputation of the Art department. Someone with a can-do attitude, drive, flair, a team-spirit and patience is expected. The successful candidate need not hold an Art Degree though an interest in Art and in practical skills is important.

Departmental Information
Art (including Textiles and Photography) is a popular subject at Wellington and enjoys a high profile and a very good track record of examination successes.

In the past five years, all pupils who studied Fine Art, Art Textiles or, more recently, Photography at A Level or I.B. have done well (92% A*/A grades (100% A*/A or B grades) or equivalent and 87% A* or A grades at GCSE). Fine Art, Art Textiles and Photography are currently amongst the highest value added subjects at Wellington College. Photography was introduced in September 2013 and currently has 8 pupils studying analogue and digital Photography at A Level. Many pupils go on to study Art, Art History or Architecture at prestigious colleges both in the UK and America. Exhibitions, Art-talks, workshops, and Open Morning Displays are a very frequent part of the Art scene at Wellington. In September 2014 we were awarded an “Arts Mark Gold” by the Arts Council of England for our Arts provision at Wellington. The successful Art Technician will be expected to willingly contribute to our on-going success.

The Art Department currently consists of 6 full-time teachers, 1 part-time teacher, 2 full-time postgraduate teachers, 2 full-time technicians and 1 full-time cleaner. The addition of the new technician will make the total number of technicians to three. Teachers and technicians are practicing Artists and Designers and this creativity is fostered and encouraged. One technician had a major solo Show recently and the other has one planned in 2017. The purpose-built Art School includes spacious studios with specialist areas for painting, printmaking, textiles, ceramics and photography. We have excellent IT provision. There is also a History of Art seminar room.

We currently offer endorsed options in Fine Art, Textiles and Photography at GCSE level. Edexcel Fine Art, Textiles and Photography are offered at A level. Visual Arts is offered as part of the IB Diploma. Pupils opt to study Art as an “elective” or “non-elective” in Year 9. We currently have 130 pupils studying Art in years 10 and 11, with a further 47 at A Level and IB Visual Arts. In the Art School pupils can fully explore, investigate and engage with their work in a supportive and congenial environment and in doing so learn much about themselves.
**Main Tasks and Responsibilities:**

- Display and rotation of Artwork around College. Helping with Exhibitions and Art events
- Maintenance and upkeep of studio spaces and delegated equipment across the department
- Play a role in the extra-curricular life of the Department, practical assistance in contributing to off-timetetable workshops, activities etc.
- Ordering of Art Materials, helping with their delivery, auditing such material.
- Assisting with practical help in the lead up to Speech Day exhibitions and Moderation displays especially with storage of pupil work
- Make a positive contribution to the Department, i.e. attending weekly departmental meetings and undertaking other mutual tasks (within reason) as delegated by the Director of Art and the Lead Art Technician

**Person Specification:**

**Education Attainment**

A degree or diploma in Art or an Art related field is desirable though not essential

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<thead>
<tr>
<th>Essential Experience</th>
<th>Desirable Experience</th>
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<tr>
<td>• Skilled in practical multi-tasking.</td>
<td>• Practical problem-solving</td>
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<td>• Knowledge and experience of Art</td>
<td>• A tangible interest in Art and Teaching</td>
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<td>• Knowledge and experience in the demands in a high achieving Art School and boarding school environment</td>
<td>• Team orientated</td>
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<td>• Empathy, care, understanding in the importance of mindfulness, wellbeing and resilience</td>
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<td>• IT skills</td>
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<td>• A specialism (helpful though this is not essential)</td>
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**Knowledge & Experience**

- Knowledge of
  - Art Materials and Art Equipment
- Understanding of
  - Relative order and tidiness in the Art School studios
- Experience in
  - Working in a school environment

**General Intelligence**

- General Reasoning Ability

**Skills and Special Aptitudes**

- Good communication skills (visual, verbal and written) for dealing with colleagues, and questions from pupils
- Organised and diligent
- An ability to prioritise
- To work as part of a team
- Able to prioritise workload

**Disposition and Personal Qualities**

- Reliable and friendly
- Adaptable and flexible
- Positive approach
- A desire to help the Art Department team achieve its aims
- Open to the concept of the “growth mind-set”
- Discreet and able to maintain confidentiality
- Diplomatic in relations to others
- Self-reliant
- Self-motivated
- Ability to remain calm and focused when under pressure
- Committed to developing the success and wellbeing of others

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College’s business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges’ Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.