



Job Description

POST TITLE: Print & Printmaking Instructor

REPORTING TO: Print & Printmaking Manager

MAIN PURPOSE OF THE POST:

To instruct students in the safe, appropriate and professional use of print and printmaking processes, techniques and tools according to personal skillset and as required by course and programme curriculum. To work as a member of the technical support team applying knowledge and skills in setting up equipment and materials in print and printmaking workshops. To work flexibly, providing assistance to support learning, teaching, assessment and research activities.

MAIN DUTIES:

1. To instruct groups of students in the professional application of a range of print and printmaking production techniques according to personal skillset including for example, silkscreen printing for fabric and/or paper, digital fabric printing, intaglio, relief, monoprint.
2. To plan, develop and deliver inductions in appropriate use of processes, techniques and equipment related to print and printmaking techniques including relevant elements of Health and Safety.
3. To produce, and assist in the production of, learning materials to support students in acquiring print and printmaking production techniques such as handouts and other artefacts both on and offline.
4. To supervise and provide technical assistance to students requiring usage of the resource on a 'drop-in' basis, ensuring all necessary H & S inductions have previously occurred.
5. To issue and sell materials to students and staff, handling money and issuing receipts according to University procedures.
6. To ensure security of equipment and consumables.
7. To operate equipment as required by the print and printmaking supervisor or manager in order to prepare materials for the resource, according to requests and standard operating procedures, to ensure that teaching and other work can take place on time.

8. To record resource usage, assist with the ordering and movement of materials and equipment.
9. Carry out and record maintenance of equipment regularly and in a timely manner, to report damaged equipment to the print and printmaking supervisor or manager.
10. To support course and programme staff in assessments as required, for example through testimony regarding the authenticity, complexity and level of skills required in the execution of specific print and printmaking projects.
11. To work with the demands of the workload, which may include working evenings and weekends.
12. To provide assistance with the preparation and setting up of internal student exhibitions and events.
13. To provide a high level of customer care.
14. To ensure that all rooms used are kept to an appropriate professional standard and that student work is safeguarded. To keep all workshops, clean and tidy.
15. To adhere to the University's Health & Safety policies and procedures (including liaising with risk assessors and immediately taking appropriate action on any recognized hazard to the safe operation of the University).
16. To comply with all relevant University policies and procedures including the Financial Procedures and Regulations.
17. To work flexibly across sites, including providing cover as needed.
18. To act as a first aider and /or fire warden if the need if required.
19. In the context of University and personal development to carry out any other duties that are commensurate with the post as directed by the print and printmaking supervisor or manager.
20. To adhere to and support the University's equality, diversity and inclusion policies and their implementation in the context of this role.
21. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION:

Candidates should demonstrate the following criteria:

Criteria	Essential or Desirable	Method of Assessment
Qualifications		
A degree in a print/printmaking discipline or equivalent industry experience.	Essential	Certificate/Application Form
Skills/Knowledge		
A proven working knowledge and demonstrable skills in at least 1 of the following areas: <ul style="list-style-type: none">• Screen printing on fabric and/or paper• Dyeing• Heat Pressing• Intaglio• Relief• Monoprint• Risograph printing• Book Binding	Essential	Application Form/Interview
A strong working knowledge of Health & Safety procedures.	Essential	Application Form/Interview
Good communication skills.	Essential	Application Form/Interview
Experience		
Relevant experience of assisting/instructing students.	Desirable	Application Form/Interview
Experience of formatting and printing files for Digital Fabric Printing.	Desirable	Application Form/Interview
Personal Qualities		
Evidence of a flexible approach to work.	Essential	Application Form/Interview
Proven experience of working consistently and reliably.	Essential	Application Form/Interview
Experience of working well both within a team as well as autonomously.	Essential	Application Form/Interview
Excellent interpersonal skills and proven experience of delivering instruction in a wide range of technical skills and understanding.	Essential	Application Form/Interview
An understanding of Equality, Diversity and Inclusion as it relates to the role.	Essential	Application Form/Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis. The successful candidate will need to be prepared to undertake a teaching qualification within an agreed period.