

Studio Technician

Contractual Details

Reporting to:	Head of Studio
Location:	Edinburgh Printmakers, Castle Mills
Working hours:	Part time, average of 15 hours a week across the calendar year. There may be scope to increase hours. There will be opportunity for paid overtime, generally as part of our education programme paid at £24 per hour.
Contract Duration:	Permanent
Annual Salary:	Prorated 0.4 FTE, £10,739 (£26,848) plus pension contribution.
Benefits:	Benefits include FTE 33 days paid holidays, including public holidays, a pension contribution and free membership and studio access to Edinburgh Printmakers Studio.

Job Description

Main duties and responsibilities

Edinburgh Printmakers is seeking a dedicated and experienced artist printmaker to join our world-class studio team. This comes at an exciting time as Edinburgh Printmakers continues to develop and expand its programming and activities.

We are looking for an exceptional individual with a track record of working professionally within this field. The successful candidate will be a central part of a growing community of artists and printmakers and will have the opportunity to work in one of Europe's largest open-access printmaking studios.

The post of Studio Technician is pivotal to the smooth and dynamic operation of Edinburgh Printmakers' busy printmaking studio. The postholder's expertise and passion and expertise will help define the quality and reputation of printmaking at Edinburgh Printmakers.

In addition to providing technician support, the postholder will be actively involved in studio events and activities, including teaching workshops and courses as part of our year-round education programme for members of the public and specialist groups.

This is a part-time role with the added benefit of studio membership which provides the postholder with access to a well-resourced print studio for use in their own time.

Principal aims of the post:

- Provide technical assistance to members in the studio with a particular focus on relief printing and our digital services
- Invigorate and inspire printmaking practices at Edinburgh Printmakers
- Maintain the smooth and efficient running of the studio
- Provide instruction and develop classes and workshop as part of EP's education programme
- Devise and implement research into new and improved printmaking and digital practices.

Areas of Responsibility:**Relief printing and digital services at Edinburgh Printmakers**

- Work with Head of Studio to devise and implement research into new and improved printmaking practices
- Lead on processing digital printing and laser cut orders, taking initiative to improve systems and seek out new opportunities
- Maintain the upkeep of the relief and digital areas, including regular stock takes, maintenance of equipment and chemicals
- Undertake risk assessments for designated departments and wider studio as required, report and implement risk management plans
- Undertake specific programmes of training in relation to print studio techniques, accessibility, and health and safety
- Devise and implement training and development opportunities for studio members, staff and participants
- Share skills and expertise with studio members, staff and participants
- Collaborate with the Head of Studio to develop commercial activities, particularly in relation to the studio's digital print services

Member Support

- Provide inductions, refresher classes, and technical support in relief printing and digital services (and other techniques where required) to members and visiting artists
- Assist in promoting, maintaining, and developing all aspects of Edinburgh Printmakers Print Studio
- Provide technical support to members throughout the print studio as required in all departments

Education

- Design and deliver education classes and training as part of Edinburgh Printmakers' education programme
- Ensure all participants adhere to studio policies and protocols

Joint responsibilities (with studio and other teams)

- Process sales transactions for sessions, paper and materials bought by members
- Assist with the supervision and training of studio volunteers and trainees

- Share responsibility across the organisation for positive and productive teamworking
- Manage relationships with members to ensure a supportive and friendly atmosphere in the studio
- Assist with the curating, storage, and packaging of finished print editions
- Assist with updating and reviewing studio documents and promoting good studio practice

Person Specification

Essential:

- Degree in printmaking related subject or equivalent professional experience
- Good knowledge and understanding of printmaking methods and technical print processes and how they are applied in different studio contexts
- Working knowledge of other printmaking practices and techniques
- Experience of leading or assisting printmaking classes
- Excellent written and verbal communication skills
- Excellent standards of tidiness, presentation, and self-organisation
- Self-motivated with the ability to work to fixed deadlines
- Ability to find effective, creative solutions through problem solving
- Computer (Mac) literacy
- Willingness to work evenings, weekends, and holiday periods

Desirable:

- Experience of working within arts organisations in the public sector
- Experience of working collaboratively within teams to deliver projects
- Experience of contributing to positive change
- Willing to undertake specialist training to support the ongoing development of the post
- Long-term commitment to the role

Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at

any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on HR@Edinburghprintmakers.co.uk

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

Working Hours

This is a part time role with an average of 15 hours a week across the calendar year, working flexibly across Tuesday – Sunday. Evening work is required to maintain studio access for studio members.

There may be scope to increase hours. There will be opportunity for paid overtime, generally as part of our education programme.

Occasional additional work is required and will be granted as time off in lieu.

Training

A training plan will be developed to support this role.

Application Process

Please submit an up-to-date CV and a 2-page max. cover letter which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application Deadline: midnight Sunday 17 August

Interviews will take place 12 September

Start date: September/October

Completed applications should be sent by e-mail to: HR@Edinburghprintmakers.co.uk with the job title in the subject line.

If you would like to discuss this role, please contact jordan.mcquaid@edinburghprintmakers.co.uk