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**JOB DESCRIPTION - TECHNICIAN**

**Line Manager:** Assistant Director

**Works alongside:** Building Manager, Technician.

**Salary:** £10,873 (based on pro rata 3 days per week)

**Conditions:**Permanent part-time role, three days per week based at Edinburgh Sculpture Workshop.The job may require some flexibility around working hours to accommodate evening opening.

Holiday allowance of 21 days (based on pro rata 3 days per week).

 **Role**
The Technician is responsible for implementing the health and safety policy for the organisation.

The Technician plays a valuable role in assisting with the efficient and professional delivery of the artistic programme and in supporting artists. This support includes the delivery of training and inductions, specialist fabrication and preparation of spaces used for the programme.

The Technician will support the efficient and safe management of the building and workshops.

The Technician will assist the Front of House team to ensure ESW’s bookings and payments systems are managed efficiently.

**The main duties and responsibilities are:

Health & Safety**
Implement the Health and Safety plan
Attend monthly Health & Safety staff meetings
Monitoring safe use of machinery and equipment
Acting as a first aider during the working day and at events, some of which may be out of hours
Key responsibility for management of high risk machinery
Delivering inductions in fire and security systems, safe working practices and machine use.
Associated administrative duties

**Specialist Technical Support**
Training and professional development in sculptural processes for artists, groups and public users
Fabrication
Sourcing and ordering specialist materials for the public programmes
Assisting with exhibition installation and project set-up and delivery

**Workshops & Project Spaces**
Weekly maintenance review of the spaces and equipment
Stock control and management of inventories
Regular clearing and cleaning

**PERSON SPECIFICATION**

**Essential**

* Knowledge of contemporary sculptural practice.
* Experience of the machinery, equipment and processes used in the production of sculpture.
* Ability to communicate effectively and work as part of a team.
* Ability to work to deadlines.
* IT skills (PC).

**Desirable**

* Driving License.
* Current First Aid qualification.
* Experience of teaching or workshop facilitation.
* IT skills (MAC).

Training in all relevant areas along with the necessary PPE will be provided by ESW.

**Closing Date for applications:** 5pmFriday 2nd September 2016

Please submit a letter outlining your interest in and suitability for the role, along with a cv. Contact details for two referees must be included.

Applications must be submitted by email to admin@edinburghsculpture.org and will be acknowledged on receipt. If you need to submit a hard copy please send it to:

Assistant Director
Edinburgh Sculpture Workshop
Bill Scott Sculpture Centre
21 Hawthornvale
Edinburgh
EH6 4JT

Interviews will be held within two weeks of the closing date for applications.

Any questions about the role can be directed to Gordon Munro or Irene Kernan.

Edinburgh Sculpture Workshop is committed to being an equal opportunities employer.

 