

JOB DESCRIPTION

Job Title: Photography Technician

Line Manager: Head of Photography

Summary of Job

The Photography Technician is required to provide technical support for staff and students in the Department. This includes within areas of administration, operation, booking and maintenance of photographic equipment.

Responsibilities

- To liaise with the Head of Department on a regular basis
- To be responsible for supervising the issuing and return of equipment in the department including digital and analogue cameras, lenses, lighting etc. This will also involve chasing up any students who fail to return kit by the required dates and times.
- To be responsible for managing and maintaining the department's dedicated studio space.
- To be responsible for the organisation, storage, maintenance of photographic equipment.
- To maintain an up-to-date inventory of studio and department equipment.
- To help set up and prepare material and equipment for use in practical sessions. This will may include some support of sessions in the dark room, which is allocated in P block.
- In collaboration with the Head of Department (and where appropriate the Divisional Director) to order equipment and supplies for the department. This will include researching and providing quotes for costings and ensuring that the Department's budget is spent appropriately across the academic year.
- To work under the supervision of the teacher to assist and guide students in the use of photographic equipment and lighting set ups. This may sometimes involve demonstration to a whole class, or small groups.
- To work under the supervision of the teacher in assisting and guiding students in the operation of specialist software, including the troubleshooting of issues. This may sometimes involve demonstration to a whole class.
- Where appropriate, to support students outside of their lesson time with technical processes and equipment, including support in using the designated studio space.
- To provide technical support, where required, for the A Level practical exam and coursework submissions, abiding by the strict requirements of the College Examinations policies, in collaboration with the Head of Department.
- To be responsible for the presentation and maintenance of displays within the Department, particularly within its teaching rooms, studio and adjoining corridor. This will include helping set up our varying promotional events.
- Where required, provide additional administrative assistance to the Department, including arranging trips, visits and external speakers.
- To assist with and attend whole College events if required, and to produce the presentation and technical support for our annual, departmental Oscars Ceremony in collaboration with the Media and Film technician.

- When required, provide additional support to the Department, including supporting students outside of the normal college hours, agreed by the Head of Department.
- To undertake appropriate training and staff development as required for the post.
- To attend department meetings, staff meetings and INSET as required.
- To maintain high standards of health, safety and security in relation to the Creative Arts
 Division in accordance with College Policy. This will include maintaining records of health and
 safety checks and producing the annual risk assessment under the guidance of the Head of
 Department.
- To demonstrate an awareness of and commitment to equality, diversity, inclusion and safeguarding within the college.
- To undertake other tasks as reasonably requested by the Head of Department or Principal, from time to time.