



Workshop Technician

JOB DESCRIPTION

ABOUT CSVPA

Cambridge School of Visual and Performing Arts (CSVPA) is one of the UK's leading providers of Art & Design, Drama and Music pathway and degree programmes. Since 1985, CSVPA has been a specialist arts foundation school, and over time has grown its portfolio to include undergraduate degrees and a Master's preparation programme. Our unique and personalised approach to creative learning has given students the opportunity to develop their skills, build their confidence and progress onto some of the most prestigious Art & Design schools, music conservatoires and world-renowned drama schools.

OVERVIEW OF THE JOB

There are six subject areas access the workshops: Art, Product Design, Spatial Design (Interior Design & Architecture), Applied Craft (Ceramics, Glass and Metalwork and Graphics & Illustration (Print room/Screen printing). The student body comprises of Extended Diploma, (Level 3) Foundation Art & Design Diploma (Level 4), BA and MA.

REPORTS TO

You will be directly responsible to Academic Dean.

Specific technical requirements of post:

- You will have a solid understanding of Woodworking techniques & metal work and construction of various and sometimes complex product design and art installations. Possibly familiar with maintenance of Glass and Ceramic Kilns
- You will be competent at planning and set up of FAD Art & Design & Ext Diploma exhibition shows in conjunction with Course Leaders and operations staff.
- You will contribute to the setup of MA and degree show installations.

Key Responsibilities and capabilities:

- Plan and oversee all aspects of the day to day running of an allocated workshop or workshop area, giving instruction and supervision to students (diploma, undergraduate, post graduate) and academic staff on the construction required and to ensure that work operations are carried out in a safe manner and in a safe working environment and that Health and Safety procedures are adhered to by all workshop users. The post-holder will be required to future plan by anticipating demand within work area.
- Provide the health and safety training of all staff, students and visitors within their workshop area, including keeping detailed records of training. Organise the maintenance and upkeep of all mechanical equipment and CAD/CAM machines within the workshop which may include standard equipment, Laser, CAD Router and 3D printer including cleaning, fixing minor repairs, organise servicing and larger repairs of equipment (20%).
- Administrative duties to ensure the workshop is well run, with efficient resource for the Subject Area e.g. pricing and ordering of equipment, tools, materials and consumables through the Technical Services store, record keeping and timetabling and development of new facilities.

Manage student class material accounts.

- Health & Safety responsibilities to ensure all activity in the workshop takes place as safely as possible and in compliance with university policy: development and delivery of workshop Health & Safety induction; training of all staff and student workshop users; maintain Individual training records; keep up-to-date with developments in Health & Safety legislation, particularly COSHH; act as a local area Health & Safety Advisor , manage risk assessments, maintain accident/incident records; act as Fire Steward and First Aider; advise on manual handling (10%).
- Ad hoc duties requested by the line manager, and the Head of School, allowing the workshop and supported academic programmes to run as smoothly as possible.

Problem Solving

- Ad hoc duties requested by the line manager, and the Head of School, allowing the workshop and supported academic programmes to run as smoothly as possible.
- The role requires that the post-holder will on a daily basis use their knowledge and experience and initiative to resolve routine and sometimes complex non-standard technical queries and problems raised by students, academic staff and other technical team colleagues.
- Using verbal, drawn or written means, evaluate and find solutions to malfunctions in the workshop equipment, repair broken or faulty equipment where possible.
- Identify maintenance requests to be contracted out.

Decision Making

- The post-holder will work without direct supervision and determine the priority of their own work.
- The role will involve making decisions on a variety of both complex and routine issues relating to their work.
- The post-holder will take support from line manager if and when necessary, offer help and advice to students on the choice of materials, techniques and equipment used to complete their project.
- Assessing safety in the workshop, including preparation of risk assessments.

Knowledge, Skills and Experience Needed for the Job

Essential:

- Advanced City & Guilds, HND or HNC in more than one craft discipline or typically 3 years' experience in a workshop environment.
- Knowledge of woodworking, metalworking and casting techniques.
- Knowledge of Ceramic glazes (Keep mixed and usable). Knowledge of Ceramic kiln and kiln room: (Keep kiln room locked and tidy, Have serviced annually, clean and prime shelves regularly, load and unload ceramic work, set firing schedule and fire work.)
- Knowledge of Glass kiln: (Keep cage locked and tidy, Have serviced annually, clean and prime shelves regularly, load and unload glass work, set firing schedule and fire work.)
- IT skills, CAD & 3D modelling techniques and related software.
- Excellent analytical and problem solving skills.
- Excellent interpersonal skills, possessing an inquisitive mind, with an ability to solve problems in a practical and efficient manner.
- You will be expected to be highly efficient, and have a good rapport with students.

- Well-developed communication skills to enable the Identification and understanding of staff/student requirements.
- Clear understanding of health and safety law and Implications of non-compliance on others.

Desirable:

- Accredited Health & Safety certificates.
- Experienced in the use of Solid works, AutoCAD and Ethos software or experience of similar software packages. Laser cutter,
- A knowledge and interest in the art and creative industries.
- Competent and knowledgeable in the use of computer aided manufacturing equipment in a range of materials including plastics and metal.
- Undertaking any other reasonable task or duty within technical competency, which may be necessary.
- The nature of the research work is constantly changing, skills must be updated and new one's learned. Course work/projects present ever-changing activities and challenges to the Jobholder.

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.