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**Job Description:**

**Workshop and Studio Technician**

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| **Reports to** | Workshop and Studio Manager |
| **Salary scale** | S5 SCP 22 - 25 |
| **Salary** | £24,308 to £26,661 |
| **Hours** | 37 hours per week |
| **Contract** | 2 year fixed term contract |

**Job Purpose**

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| * To support the Workshop and Studio Manager, and independently lead, in ensuring the workshop, studio and associated areas – including Museum of Making outreach workshop the Makory - operate in a safe manner, including providing appropriate induction and training for all users, and supervision as required, including weekends and evenings. * To assist with the manufacture of in-house and commissioned exhibitions, displays, fittings, fixtures and furniture as part of the public programme and with members of the co-working space. * To work with members of the public, volunteers, educational groups, enthusiasts, engineers, makers and crafts people. * To maintain a technical staff and supervisory presence in the workshop and studio during opening hours, to facilitate access and ensure appropriate supervision is available as needed. |

**Reporting**

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| **Reports to:** | Workshop and Studio Manager |
| **Responsible for:** | Volunteers, members, and staff users of co-working space, public, secondees, trainees, makers in residence, educational event participants, maker-associates. |

**Specific Responsibilities**

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| 1. To use and maintain workshop manuals and practices which ensure compliance with relevant Health and Safety legislation; including COSHH, Health and Safety at Work Acts, Electricity at Work Regulations, and assist the Workshop and Studio Manager in producing and updating risk assessments for all workshop equipment and activities. 2. To assist Workshop and Studio Manager, and independently lead, in the maintenance and operation of workshop equipment and maintaining workshop related training and induction records. 3. To provide training and induction for all users and cascade training and skills to other members of staff, co-working space members and volunteers as appropriate, working with people from a wide social demographic, age range and within varying disciplines and ability. To undertake relevant additional technical training. 4. To assist the Workshop and Studio Manager, and independently lead, in holding maintenance records and inventory of equipment and in maintaining machines, equipment and updating software programs, sourcing appropriate levels of stock and materials and working with service suppliers as required. Administer and oversee procurement, POs and engage with all operational software: Nexudus, Better Impact, Ticket Source 5. To collaborate and share knowledge and skills within the teams inclusive aims and be proactive in solving problems within the multi-disciplined scope of the role – particularly with relation to technician maker specialization. 6. To engage a comprehensive demographic in making and demonstrate related expertise or knowledges in a wood-work, craft, design, engineering, textiles, ceramics or relevant technical discipline. 7. To use CAD and other related computer software applications, in the creation and production of exhibitions, displays, furniture, fixtures and fittings, projects, courses and educational events in helping people to learn. 8. To understand the inherent risks and properties of materials. 9. To ensure that the workshop is appropriately presented and maintained and that waste materials are recycled or safely disposed of as appropriate. 10. To undertake a DBS Check, First Aid, Manual Handling and Fire Evacuation Marshall training and other mandatory training as required. |

**General Responsibilities**

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| 1. At all times commit to, and evidence, Derby Museums' values - integrity, ownership, discovery, inspiration, innovation, inter-personal respect, and working together. 2. Interact and cooperate with all Trust employees. This will include managing and developing direct reports in line with the Trust’s values and with its Managing Individual Performance scheme. 3. Contribute effectively to the leadership and management of Derby Museums and ensure that the trust is working effectively both internally and with external partners. 4. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities 5. Make best use of technology in the development and delivery of all organisational functions. 6. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media. 7. To undertake staff training which, from time to time, may be determined. 8. Work outside of normal hours including evenings and weekends when required. 9. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects from time to time undertake other duties as requested. 10. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s Safety Policy and Financial Standing Orders. |

**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

Signature........................................................... Date..................................

Date created / updated Nov 2024

**Person Specification:**

**Workshop and Studio Technician**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)**  **Desirable (D)** | **Identified by:**  Application (A), Interview (I), Test (T) |
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| **1. Generic skills and experience** | | |
| Self-motivated with excellent problem solving skills. | E | A I |
| Committed to high quality of manufacture, attention to detail and passionate about making. | E | A I |
| Able to work both independently, collaboratively and as part of a team. | E | A I |
| A flexible and can-do attitude. | E | A I |
| An interest in digital and traditional making and crafts. | D | A I |
| Highly organised and able to prioritise and work to tight deadlines | E | A I |
| Engage and communicate effectively at all levels. | E | A I |
| Previous experience of professional working in industry, workshop setting, craft, manufacturing, or fabrication environment, including museums, D&T department, relevant FE or HE school, artisan studio or technically-related field of practice | E | A I |
| **2. Job specific skills and experience** | | |
| Ability to work with a variety of skilled and semi-skilled people and to communicate clearly to a non-technical audience. | E | A I |
| Must have a good knowledge of materials and their use. | E | A I |
| Must be able to use general workshop equipment such as lathes, milling and cutting machines, computer controlled equipment, Laser engravers, 3D printers, Vac formers, Kilns, Gas forges-crucibles, embroiders, ceramic-making equipment,  etc. **or be prepared to undertake training** | E | A I |
| Would also have one or more additional *specialist skills* – such as textiles, clothes making, ceramics, pottery techniques, CNC machining, wood-working machines, electronics, welding, 3D printing etc. | D | A I |
| Knowledge of CAD, Adobe Creative Suite, Sketch Up, Rhino, 3D Studio Max, SolidWorks or a willingness to learn these and other software applications. | E | A I |
| **3. Qualifications** | | |
| Must have a BTEC/TEC, City and Guilds or ONC/OND, arts/technical degree, or equivalent skills and knowledge, in making and related subjects. | E | A |
| Commitment to continuous personal development | D | A |
| **4. Equalities** | | |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | A I |

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| **How is your information used?**  **Derby Museum Employees: -**  We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.  Any information we provide for equality statistics will be anonymised.  **Candidates: -**  Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.  **Who has access to your information?**  We may share your information with:   * Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues. * External organisation’s such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.   For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or [StrategicHR@derby.gov.uk](mailto:StrategicHR@derby.gov.uk) |