

Title:

Creative Arts Workshop Technician (1 Year Fixed Term)

The Role:

The School of Design and Creative Arts delivers a range of undergraduate honours degree programmes and post graduate programmes. The technician's role is to provide support to lecturers and students in a multidisciplinary creative workshop setting.

Title:	Creative Arts Workshop Technician (1 Year Fixed Term)
Location:	Centre for Creative Arts & Media
Reporting To:	Head of Department for Creative Arts & Media
Requirements:	<p>Minimum:</p> <ul style="list-style-type: none"> • A Level 7 degree [as specified in the National Framework of Qualifications (NFQ)] or equivalent. • One year’s relevant post-qualification experience in a studio or workshop environment or equivalent. • The recommended candidate must also pass a medical examination prior to taking up duty. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience and competency with a range of materials and processes e.g. metal, woods, clays and plastics. • Knowledge and implementation of the necessary Health and Safety Requirements and Regulations for a busy workshop. • Provide support regarding materials and their use in the execution of projects at undergraduate level and possibly post-graduate level. • Excellent organisational skills. • Management and ordering of all materials. • Good interpersonal skills and ability to work in teams.
Duties:	<p>The range of duties assigned to a Technician may vary from discipline/area to discipline/area within an Institute and between Institutes. The nature of the post requires the appointee to work closely with lecturing and other staff.</p> <p>Technician grades will, in the main, report to the Senior Technical Officer as designated by the President. In some exceptional cases, they may report to the Manager as listed above or to a researcher designated by the President.</p> <p>The Senior Technical Officer to whom the Technician reports may not necessarily be in the same Department/School/Functional area as the Technician.</p> <p>Following appointment, the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. The appointee may be reallocated to another post dependent on Institute requirements and</p>

subject to skill set requirements. However, appointees should note that the nature of the post may change over time. Training and re-training will be provided if required. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post.

Main Duties:

The following indicate some of the principal duties and responsibilities that may be assigned depending on the post/Institute in question:

- Organising, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, project and research work (at undergraduate and postgraduate levels) in laboratories and other areas.
- To undertake commissioning of new equipment.
- Installing and testing of software, making software available to appropriate users, ensuring anti-virus software is installed and kept up to date, network management where appropriate.
- To carry out routine maintenance of equipment.
- Provide technical assistance to lecturers and students to ensure the safe and smooth running of events.
- To ensure that workshops, materials and equipment are kept clean, tidy, in good order and in compliance with relevant Health & Safety and Environmental regulations.
- To provide support for delivery and receipt of goods.
- To undertake such other duties as the President, Head of School/Department, Senior Technical Officer or other authorised officer may assign from time to time.

Sample range of duties across different expertise areas

- Providing consultative and advisory services for staff and students in creative techniques and processes.
- Management/administration of workshop materials.
- Specifying technical specification for updating current machines.
- In conjunction with other Technicians, assist the IT Manager in ensuring that there is an effective, efficient and user-orientated IT available to all users in their designated area.
- Be responsible for the maintenance of workshop equipment and machines.
- Liaise with Senior Technical Officer and Technical Officer grades and other designated manager grades to define service requirements and monitor service levels in their designated area.
- Assisting in Programme quality assurance and development.

- Organising, assisting and advising lecturers and students on the safe operation and use of equipment and materials.
- Organising, supervising, assisting and advising staff and students doing project work at undergraduate and postgraduate levels.
- Designing, modifying, building, testing and installation of equipment for teaching and research needs.
- Carry out and assist in research.
- Organising, preparing and setting up practical classes, assisting and advising lecturers and students on the safe operation and use of equipment and materials in laboratories and other areas.
- Organising, preparing and setting up equipment and materials for practical examinations.
- Writing and updating technical instruction manuals for staff and students.
- Carrying out of safety audits in all areas of operation in cooperation with other grades of staff.
- Monitoring, testing and recording of condition of safety equipment and class materials to comply with Health and Safety Regulation and other Regulations specific to work area i.e. RPII, EPA and Material Safety Data Sheets.
- Arranging for safe disposal of used materials e.g. biological, chemical and materials containing toxic, hazardous and volatile materials.
- Repairing, maintaining, securing and storing of workshop equipment, and consumable materials.
- Stock control of equipment and consumable materials.
- Assist in consulting with suppliers of equipment and consumable materials, and assist in obtaining technical specifications, quotations and ordering new equipment and consumable materials.
- Taking delivery of equipment and consumable materials and commission new equipment.

Salary Scale:

Technician Grade: €30,393.00 - €44,749.00 (11 Increments)