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Job Description

JOB DETAILS

Position Title:	Technician
Reports to Position:	Director / Studio Manager
Function:	Technical / Administrative
Salary:	Highland Council Grade 5 (£27,554.80 - £30,175.60 pro rata 35 hours)
Hours:	2 or 3 days per week including evenings and weekends
Contract:	Permanent

OUR ORGANISATION

Highland Print Studio is an open-access production facility in the heart of Inverness. The organisation was established in 1985 and is a registered charity and limited company. HPS specialises in printmaking; housing centuries old artistic techniques, such as etching, woodcut and lithography, alongside digital imaging and photographic facilities. Encompassing a dynamic creative environment where beginners can use the same high-grade facility and interact with professional Scottish and international artists, all with the shared purpose of artistic development and production.

JOB OBJECTIVE

As the Technician your primary objective is to ensure the smooth, safe, and effective operation of the Studio environment. You will be committed to implementing maintenance and improvement initiatives that align closely with the company's aims, objectives, and Artistic Policies. With a strong focus on managing the technical aspects of the studio to maintain high standards of functionality and safety, while also fostering an environment conducive to artistic innovation and productivity. The responsibilities include supporting the studio's technical needs, ensuring equipment and facilities are well-maintained and upgraded as necessary, contributing significantly to the studio's continuous improvement and to establish a solid foundation that enhances operational excellence. Add building operations and sustainability health & safety.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Maintain the studio and equipment to a high standard of order and cleanliness.
- Ensure the facility is suitably prepared and stocked in advance of scheduled activities and general studio use.
- Ensure safe management of the facility by devising and updating Health and Safety procedures and risk assessments.
- Lead on building management, organising maintenance, repairs, and utilities management.
- Lead on environmental policy implementation, monitoring, reporting, and supporting new sustainability initiative developments.
- Support the Director in implementing the Studio's Equalities, Diversity, and Inclusion (EDI) Policy.
- Induct new studio users into the facility.
- Provide technical advice to Studio users when the Studio Manager is unavailable.
- Assist with print-related activities.
- Support the Studio Manager in costing jobs/projects.
- Assist with handling and hanging exhibitions both in-house and at external venues.

- Support the Director with project management.
- Occasionally sell artworks and other merchandise to the public.
- Handle enquiries from the public by phone, email, and in person.
- Keep abreast of advances in printmaking technology and techniques.

LEVEL OF INFLUENCE

In this role, the individual reports predominantly to the Studio Manager, without exerting influence beyond this direct reporting relationship.

PERSON SPECIFICATION

Education

- Bachelor's degree or higher in a relevant field such as Fine Art or a related discipline is preferred, but not required.
- Specific training or certifications in Health & Safety, equipment operation, and maintenance are preferred.

Experience, Skills and Aptitudes

- Practical experience in a printmaking studio environment is highly valuable however experience of contributing to the management of a workshop/production facility would be considered.
- Experience in managing studio operations, overseeing maintenance, and supporting artists in their projects is beneficial.
- Hands-on experience in workshop facilities or technical environments.
- Proven track record in implementing effective Health & Safety initiatives.
- Strong organisational abilities with meticulous attention to detail and high accuracy.
- Strong problem-solving abilities.
- Excellent communication skills and a customer-oriented approach.
- Demonstrated capability to collaborate effectively within small teams, multi-tasking and a flexible approach to working.
- Ability to work independently as required.
- Self-starter with a proactive approach to tasks and projects.
- Proficient in printmaking techniques with practical experience in an open-access printmaking facility would be advantageous but is not essential.
- Familiarity with workshop facility maintenance and cleaning procedures.
- Knowledgeable about environmental issues, including energy efficiency and local climate challenges, with a focus on identifying opportunities for improvement.
- Experience of using Microsoft Word and Excel.
- Experience of customer service preferred.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.