

JOB DESCRIPTION

Job Title:	Design Studio Manager & instructor	Grade:	SG6
Department:	FLAS / School of Design	Date of Job Evaluation:	October 2022
Role reports to:	School of Design Tech Team Leader		
Direct Reports	N/A		
Indirect Reports:	Employees across the University / Visitors School of Design HoS / Tech Staff, other student workers, student and staff end users		
Other Key contacts:	Academic Portfolio Leaders		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

- To fully manage the School of Design's Stockwell Street design studios and ensure these spaces are resourced, configured and operating safely for taught classes, student open-study activities, events and exhibitions, open days, interviews etc.
- Respond proactively to short-term day-to-day needs and longer-term planning needs and in doing so develop a space that fulfils the evolving requirements of a demanding, dynamic and vibrant user base.
- Work with Facilities Management, H&S and other departments to establish safe working practices and environments.
- Plan and set up other events and exhibitions occurring in design studios with particular regard to the logistics of sustainable supply/storage/recycling of materials.
- Ensure that studio spaces are in order and in teaching condition
- Liaise with the Academic Portfolio Leads about the studio space, timetable and curricula development, summer school provision and space etc

KEY ACCOUNTABILITIES:

Team Specific:

- Ensure studio spaces and resources are configured and in place to support both taught sessions and self-study activities for staff, students and visitors; studio furniture, moveable walls, presentation screens, design teaching supplies, signage etc.
- Monitor / manage the use of studio spaces with respect to safe/acceptable usage and produce appropriate H&S documentation and proper code of conduct to establish and implement adequate control measures.
- Liaise with Facilities Management and other departments in the University to co-ordinate operations relating to wider building issues such as

security/maintenance/cleaning/building works/storage

- Maintain good relations with academic colleagues and build up an understanding of space / timetabling implications and develop procedures to best deliver, utilise and share the facility.
- Participate in planning and setting up other events such as Degree show and student exhibitions / University open days / one-off lectures, etc. which take place on the studio floor
- Deliver and organise weekly life drawing classes and other occasional demonstrations of design related techniques which can contribute to the overall learning experience of students.
- Work with Stockwell Street colleagues to explore areas of cooperation / mutual assistance relating to the University's gallery presences.
- Oversee and organise student workers in studio spaces and liaise with workshop staff.

Generic:

- To establish and maintain professional working relationships with colleagues within the University at all levels and with external organisations and individuals.
- To use judgement and initiative to resolve common and infrequent problems that may arise.
- To act fully in the interests of the University.

Managing Self:

- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.
- To recognise and celebrate successes of team members and colleagues.
- To understand and promote the need to be able to respond to users in a calm and understanding manner at all times, inspiring confidence in the users to ensure their needs are understood and acted upon.
- To understand the strategies and targets of the University in changing economic climates.
- To be self-motivated, flexible and show resourcefulness when dealing with tasks.
- To be accountable for own actions and take ownership of issues as they arise.

- To work to service deadlines and project timelines.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- Undertake any other duties as requested by Team Leader or their line manager, commensurate with the grade.

KEY PERFORMANCE INDICATORS:

Performance indicators will be established in consultation with the Heads and Directors within the School and Faculty and GRE as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- Teaching, technical, admin and other staff users at all levels, on campus and supported remotely
- EFM, H&S, Safety Unit, Information and Library Service Support Teams, external suppliers, contractors

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of operating a design / art studio or similar facility (HE or creative industries) with sound understanding of H&S related issues and studio good practice. • Dealing and communicating effectively with staff and student users of varying levels of experience and technical competence. • Previous participation in exhibition setups / gallery installs • Experience in delivering short classes (e.g life drawing or studio related sessions) Skills <ul style="list-style-type: none"> • Ability to establish and implement clear boundaries and expectations of studio use – while maintaining a reasonable balance with the needs of the user. • Maintaining a level-headed, fair and professional response to issues arising in the studio with respect to conflict management and swift resolution. • Producing Risk Assessment / Method Statements for activities in order to mitigate risks. • Good knowledge of suitable art / design materials; how and what to source and how to recycle / re-use. 	Experience <ul style="list-style-type: none"> • Working in the Higher Education sector in a service delivery role. • Engagement in own artisanal / designer activities • Large format plotters / scanners / vinyl cutters Skills <ul style="list-style-type: none"> • Operating and troubleshooting large display screens / AV presentation equipment • Experience of working within an environmental sustainability context. • MS Teams for remote learning / videoconferencing sessions – for self and for organising in studio sessions

<ul style="list-style-type: none"> • Excellent organisational and communication skills and the ability to prioritise and manage a wide and varied workload. • Excellent understanding of Student requirements • Ability to provide information and opinions to contribute to others' decision-making processes. • Develop training material / demonstrations using a variety of methods and where necessary presenting that material face to face, or remotely. <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum BA Hons degree in a relevant fine arts / design area. • Willing to complete a HEA and/or PGCert <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to Postgraduate level in a relevant fine arts/design area. • First Aid training <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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