

## Role\*



Printmaking & Studio Maintenance Technician

### Rate

£16.50 an hour. Freelance  
(There is a 6-month probationary period).

### Hours

32 hours every four weeks.  
(28 hours Open Access duties, plus an extra 4 hours to cover maintenance tasks outside of Open Access sessions and attendance at Board meetings).

Alternating weeks - Thursdays & Saturdays \*  
(\*This role is a job share)

Thursday: 9:45am – 7:15pm (9.5 hours)  
Saturday: 9:45am – 2:15pm (4.5 hours)

### Location

42 Copperfield Road, Mile End, E3 4RR

### Context

East London Printmakers C.I.C [ELP] is a not-for-profit, artist run studio based in Mile End. Our aim is to provide professional and affordable printmaking facilities for artists and designers.

### Purpose of Role

- To work closely with the Studio Manager and the other Studio Technician to ensure a professional and safe working environment.
- To support ELP by maintaining specialist printmaking equipment, and stocks of printmaking supplies for etching, relief and screen-printing.
- To provide inductions to new Open Access users, covering health and safety, good work practice and proper use of equipment.
- To offer skilled technical support across all areas of Intaglio, Relief & Silkscreen and facilitate the learning and development of all studio users.

## Duties & Responsibilities

### Open Access

- To manage open access sessions, providing technical support to users and monitor usage of equipment.
- Ensure that all activity is conducted in accordance with ELP's health and safety policy and generally accepted best practice.
- Give inductions to new studio users, covering:
  - Overview of East London Printmakers
  - Studio hazards and health and safety considerations
  - Correct usage of specialist equipment
  - Working practices and studio etiquette
  - Shop materials
  - Benefits of Membership
- Help new Keyholders to become familiar with the studio and Open Access duties.

### Studio Health and Safety

- Maintain a thorough working knowledge of all health and safety issues affecting the studio.
- Update COSHH and MSDS.
- Maintain personal protective equipment and first aid supplies.
- Ensure safe storage of all acids and chemicals.
- Ensure proper display of health and safety notices.

### Studio Consumables and Materials

- Manage stock levels; carry out monthly stock take.
- Order and receive goods, collate associated paperwork.
- Maintain up to date knowledge of new products and secure competitive pricing and value for money from suppliers.
- Calculate and set shop prices using excel spreadsheets.
- Update all associated shop documentation.

### Handling Chemicals

- Monitor and mix mordants for zinc and copper etching.
- Monitor and mix screen emulsion.
- Monitor and decant; emulsion stripper, degreaser, ammonia, whiting, white spirit, meths and headline wash.

## Equipment

### Perform routine maintenance:

- Oil etching and relief presses.
- Replace tympan
- Clean/oil moving parts on vacuum tables.
- Clean and unpick holes on vacuum tables.
- Change exposure unit bulbs.
- De-haze, repair, or arrange for re-stretching of screens where necessary.
- Oil and Calibrate Guillotines
- Straighten squeegees, replace blade where necessary.
- Liaise with engineers/repairers when equipment fails or to arrange routine inspections.
- Ensure building repairs, minor electrical work, lighting issues etc. are dealt with promptly minimising disruption to studio.
- Liaise with Board of Directors to ensure they are informed of and can approve plans of action for pending technical issues.

### New equipment

- Source new equipment as and when required, carry out detailed research to present at Board Meetings.
- Co-ordinate purchase, including paperwork, delivery and integration into the studio.

### General Duties

- Identify any required maintenance/repairs and resolve promptly as required, either directly or through subcontractors.
- Maintain excellent levels of communication with existing Maintenance Technician to ensure tasks are completed seamlessly.
- Liaise with the studio co-ordinator to ensure the smooth running of the studio.
- Keep log of completed activity.
- Attend Board meetings and recommend improvements.
- Maintain a high level of tidiness around the studio.
- Undertake DIY tasks as required, including (but not limited to) the construction of shelves, storage units and bench building.
- Delegate tasks to Duty Keyholder when required.

## Person Specification

- Excellent technical skills across all processes on offer at ELP including Silkscreen, Relief and Intaglio techniques. Specialist knowledge in Etching is particularly desirable.
- Experience working in a Printmaking context at Further Education / Higher Education level or in an Open Access Studio or similar.
- Knowledge of Health & Safety, COSHH and Risk Assessment procedures.
- Proven ability to pass on knowledge and techniques to studio users of various competencies and backgrounds including those with disability.
- A highly organised individual who is capable of managing a complex workload, prioritising and balancing tasks within limited contact time.
- The ability to work effectively alone and self-manage daily responsibilities.
- Must have a proactive and hands-on approach working as part of a small team in a varied working environment. The successful candidate will be expected to work autonomously with the other Technician to ensure fluid handovers between shifts.
- Experience working in a customer-facing, user focused role ideally within a printmaking context.
- A friendly and approachable figure in the studio.
- A flexible and adaptable attitude is essential. The role will see the successful candidate working closely with members of the public and alongside a diverse community of studio keyholders and Board members (Company Directors).
- Excellent interpersonal skills with the ability to communicate information effectively (either verbally or in written form), and articulate complex issues in a clear and concise way.
- Experience undertaking basic DIY with competence using both hand and power tools. The selected candidate will be expected to carry out regular DIY independently and on occasion to work on more complex projects alongside the other Technician.
- Ability to clearly present ideas and new initiatives for scrutiny by the Board of Directors.
- Working knowledge of Photoshop and file preparation processes for various printed output.
- Mac literate with knowledge of Word and Excel.