



NOTES

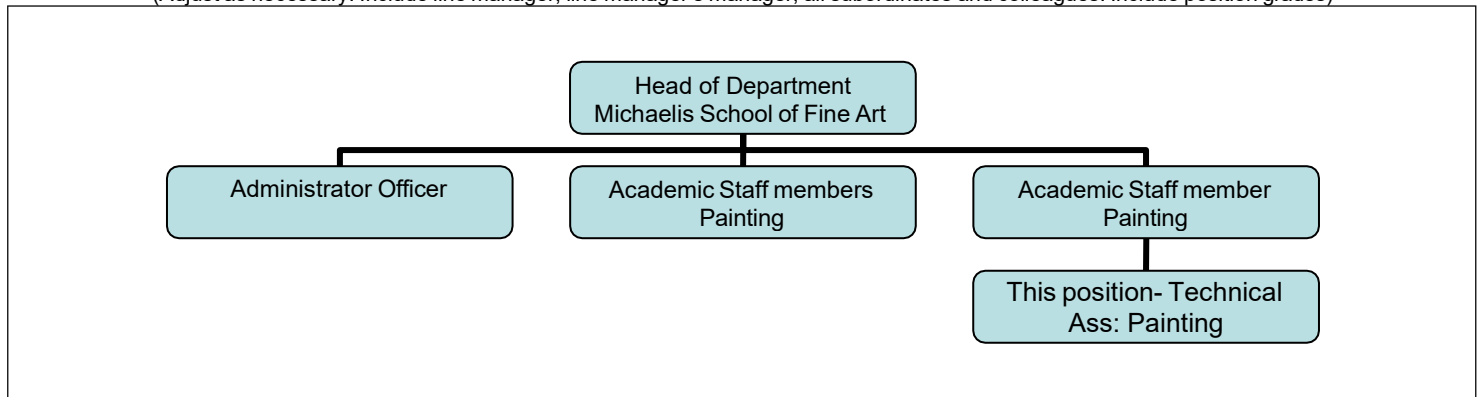
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Technical Assistant		
Job title (HR Practitioner to provide)			
Position grade (if known)	8	Date last graded (if known)	
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Fine Art		
Division / section	Painting		
Date of compilation	Sept 2021		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to assist with the technical and conceptual production of various supports, processes and techniques of Painting to undergraduate and postgraduate students in the Painting studios and workshop of the Michaelis School of Fine Art. Furthermore, the incumbent must be able to assist with teaching and servicing the woodwork needs of students and staff from all disciplines at Michaelis School of Fine Art. **Please see the text in red, denoting the changes and technical growth in function of the current position.**

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>

1	<p>TECHNICAL SUPPORT Assisting students in the technical production of their creative work and academic staff in the teaching and demonstration of technical processes and painting preparation.</p>	75%	<ul style="list-style-type: none"> • Provide technical support to the Painting section in the diversity of processes required for practical Fine Art projects. How to make and stretch canvases as well as how to make glue size primers and gesso grounds for water-based and oil-based Fine Art painting. • Assist staff with demonstrations and research projects by implementing workshops with a training schedule that ensures students know how equipment operates • Teaching students in producing appropriate canvas/supports and in the production of traditional primers and grounds for Fine Art painting • Organise and teach the Woodwork project in Sculpture 2 at a set time in the academic calendar. • Keep accurate and updated training records of who has achieved what with a form indicating participation in the training. • Continuous training of students on the equipment on a one-on-one basis as the need arises. • Assist and teach students without supervision • Assist students primarily in the Painting and Sculpture sections, (but also in Photography and Printmaking sections where needed) with both conceptual and technical development of supporting structures for their projects • Assist in installing exhibitions in the Gallery. 	<ul style="list-style-type: none"> • Academics and Students have technical support in traditional Fine Art painting preparation. Students learn the basics of canvas preparation • Students learn how to use woodwork machinery to facilitate their creative practice. • Students learn to problem solve. • Students and staff are informed and supported with the relevant technical information. • Students are taught competency in basic woodworking techniques and in machine use and safety. • Students become self-sufficient in the production of traditional painting ground and support preparation. • Sculpture students are competent in basic woodworking skills and machine usage. • A Register of students who sign as to their participation in training of equipment is available thereby ensuring increased safety on the machines. This is a prerequisite to working on the machines - no-one can work on the equipment unless they have been through training or prove they know how the equipment works. • Individual student needs are catered for and students become competent in problem solving and confident in achieving their goals effectively in a safe environment • Students able to realise projects efficiently and Academic staff in the section are free to focus on academic teaching • Realisation of conceptually appropriate supports and/or forms for student projects.
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			<ul style="list-style-type: none">• Assist academics and students registered for the postgraduate courses; this includes the postgraduate diploma, the Honours in curatorship and Masters of Fine Art programmes.	<ul style="list-style-type: none">• Woodworking needs throughout the School are met.
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2	<p>WORKSHOP MANAGEMENT Keep the workshop clean. Maintain equipment, check and repair (or organise repair) to workshop machines</p>	15	<ul style="list-style-type: none"> • Plan, in conjunction with line manager, tasks ahead of scheduled projects. • Instruments or equipment in support of research and art practice activities • Carry out (or arrange for) the repair and maintenance of workshop/laboratory and related equipment and instruments • Liaise with manufacturers for major repairs. • Maintain record service histories and contracts for all equipment/instruments • Ensure security checks of the workshop/laboratory to ensure equipment is secured/protected. • Ensure that all fixed assets are correctly procured, recorded and insured • Check quarterly on workshop supplies • Source supplies, procure quotes and order consumables before depletion. • Suggest solutions for increased productivity - includes the purchase of new equipment • Record-keeping: record what students borrow in terms of supplies and equipment. • Keep a record of all production assistance to students outside painting section that details the students' names and the job detail. Use of Excel spreadsheets • Ensure all equipment in working order before student projects • Keep workshop clean – follow up with cleaning staff 	<ul style="list-style-type: none"> • These include :bandsaw, panelsaw, drill press, surface planer, disc beltsander, lamello machine and festool skill saw among others. • Equipment is monitored and maintained. • Equipment and workshop is kept in working order and functioning. • Records are available for scrutiny • Equipment and materials are available for use. • Inventory of assets is available • Stocks levels of consumerables such as canvas, nails, screws, glue, staples and chemicals are maintained. • Workshop remains up-to-date. • Timeous repurchasing of supplies • Timesheet of areas serviced available • Workshop functions efficiently • Facilities are clean
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3	<p>HEALTH AND SAFETY Ensure healthy working environment. Keep safety equipment in good working order, ensure safe use of hazardous equipment</p>	5	<ul style="list-style-type: none"> • Ensure all aspects of Health and Safety as per UCT advice are observed in the Painting workshop. • Maintain up to date knowledge of health and safety procedures. • Identify and report hazards and concerns to relevant individuals. • Instruct users in the safe use of chemicals and equipment. • Store chemicals in designated areas. • Dispose of chemicals following established procedures. • Equipment is checked regularly. Any hazardous problems are reported to the relevant authorities • Implement safety through signage, protective equipment and increased vigilance. • First Aid training and Fire Fighting knowledge refreshed when necessary • Monitor building security and safety daily. 	<ul style="list-style-type: none"> • Adherence to safety and security requirements as laid down by UCT Health and Safety Officer. • All health and safety standards upgraded as necessary. • Chemicals safely stored, handled and disposed of. • Responsible persons notified of any hazards and/or safety concerns. Safe environment is maintained. • Safety signage, protective equipment available • Capacity to respond to emergency situations. • Safe working environment is consistently maintained.
4	<p>GENERAL DEPARTMENTAL TASKS Stocktaking and ordering chemicals, materials and consumables</p>	5	<ul style="list-style-type: none"> • Do general tasks for the School as they arise, including exam spaces preparation. This will be in consultation with the line manager and Head of Department. • Ensure Michaelis building and rooms in good condition • Notice and report problems • Recycle materials for disadvantaged student use 	<ul style="list-style-type: none"> • General tasks are completed as they arise. • Exam spaces are prepared and studios restored after the examination/exhibition period.

MINIMUM REQUIREMENTS

Minimum qualifications	Relevant NQF 6 qualification or similar			
Minimum experience (type and years)	2 years relevant experience			
Skills	Woodwork and carpentry skills. Basic computer literacy – Word and basic Excel. Ability to convey knowledge (teaching). Conceptual problem solving abilities.			
Knowledge	Machine operation and health and safety regulations. Knowledge of Fine Art painting supports, primers and grounds. Knowledge of Word, Excel and Outlook email.			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Core competencies: Analytical thinking and problem solving; Building interpersonal relationships; student service and support; Communication; Planning organizing work management; Teamwork	1	Conceptual Thinking	1
	Professional Knowledge and Skill	2	Creativity and Innovation	1
	Coaching/ Developing Others	1	Research Support Skills	2
	Safety awareness	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Workshop management. Student learning of technical resources. Safety. Problem solving in support structure.	
Amount and kind of supervision received	Minimal supervision - must be able to operate independently without daily supervision in contact with students	
Amount and kind of supervision exercised	Supervising of student activity in the workshop.	
Decisions which can be made	Purchase of materials – canvas, replaceables, stock. Prioritising student need. Solutions to student need	
Decisions which must be referred	Purchase of new equipment.	

CONTACTS AND RELATIONSHIPS

Internal to UCT	Michaelis School of Fine Art
External to UCT	Hardware vendors, machine repair and servicing