

Sculpture and Workshop Manager

Royal Academy Schools

Up to £45,000 plus attractive benefits

(This is a full-time position, although candidates wishing to work part time - at least 3 days per week – are welcome to apply.)

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. An ambitious 'Masterplan' by David Chipperfield RA will redevelop our 2.5 acre campus in Mayfair, uniting our two buildings and enabling greater public visibility of the art school at the heart of the Academy.

The Royal Academy Schools is the oldest independent art school in the UK and has up to 60 students enrolled in Europe's only 3-year postgraduate course in Fine Art. The Schools' postgraduate programme includes painting, sculpture, installation, print, time-based and digital media.

The Sculpture and Workshop Manager will play a critical role in supporting students and artists in the making of sculptural works of art. You will manage the wood workshop and sculpture areas efficiently, including the set-up and maintenance of all equipment and the safe storage of all materials, and you should hold a relevant qualification in Health and Safety management.

You will provide a high level of expertise, instruction and guidance in casting, modelling, metalwork, woodwork, digital fabrication and the spray booth. You will offer a range of practical skills and a depth of knowledge and relevant work experience gained from a professional workshop.

Adept at managing budgets, materials and staff rotas, you will also structure a timetable to enable students access to the workshop as required. Your strong interpersonal skills, collaborative working style and flexible approach will be an asset to the Schools' teaching and management teams, and you will demonstrate a genuine interest in and appreciation of sculpture, fine art practice and materials.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers>.

Closing date for applications: 17 September 2014

Interviews to be held w/c: 22 September 2014

JOB DESCRIPTION

Job title: Sculpture and Workshop Manager

Department: Royal Academy Schools

Reports to: Head of Material Processes

Main Objectives

- Manage a professional fine art workshop and ensure a safe working environment
- Provide a high standard of support to the Royal Academy students in the making of sculptural works of art – the Schools extended programme includes painting, sculpture, installation, print, time-based and digital media
- Fully contribute to the professional development of individual student's work and to the continuous development of the RA Schools 3D activities.

Main Duties

1. Provide students with the practical means of realizing and developing their work, this will include providing demonstrations and instruction in a range of fine art techniques as required and as part of the overall programme.
2. Provide a high level of technical expertise, instruction, guidance and support to students, to include casting, modelling, metal work, wood working, digital fabrication, and spray booth.
3. Manage the ordering of equipment, materials and supplies for all the workshops in consultation with the Head of Material Processes and in line with available budget.
4. Manage the workshop and sculpture areas efficiently and safely; to include the set up, organisation and safe storage of all materials.
5. Responsible for the maintenance and correct use of all machinery/equipment in the workshop.
6. Supervise build and take down walls for all Schools temporary exhibitions, and to be fully available to students and staff as they prepare for Schools shows.
7. Structure work shop timetable to ensure time is made available for each student as required.
8. Ensure that Health & Safety policies, procedures, work permits and regulations are known, understood and complied with by yourself, your team and any contractors, suppliers and any others who work with the workshop team.
9. Manage the Cast corridor ensuring that it is a clear passageway and clear for events.

10. Supervise the efficient up keep and any necessary maintenance of the schools historic life room.
11. Managing safe disposal of materials and waste including the ordering of skips and hazardous chemicals used in the schools.
12. To support the staff in other areas of the schools with any local construction , DIY and maintenance issues
13. Undertake any other duty which might reasonably be allocated by the Head of Material Processes or other senior officer.

Person Specification

1. At least 3 years' experience of working in a professional workshop
2. Excellent communicator, demonstrable experience of instructing (students) in a clear, generous, patient and information manner
3. Collaborative working style, with a flexible and cooperative approach to work
4. Creative skill base should include expertise in wood working, casting, clay, plaster and digital fabrication. Specialist, in depth knowledge of one or more sculptural processes
5. An awareness and empathy for the motivations and ambitions of contemporary art students.
6. Knowledge of current uses and emerging potentials in digital fabrication, laser cutting, CNC routing and rapid form technologies
7. Existing qualification in Health and Safety management (IOSHH, COSHH, IBOSHH) preferred or willingness to obtain these. It will be a requirement of the role to obtain relevant certificates if not already held
8. Ability to install and present finished artworks for exhibition at a professional level
9. Well organised, able to manage invoices, staff rotas, allocate student work shop time during busy periods
10. Previous experience of careful budget management and stock control/ordering and accounting for materials; capability with MS Excel