



LIVERPOOL  
HOPE  
UNIVERSITY  
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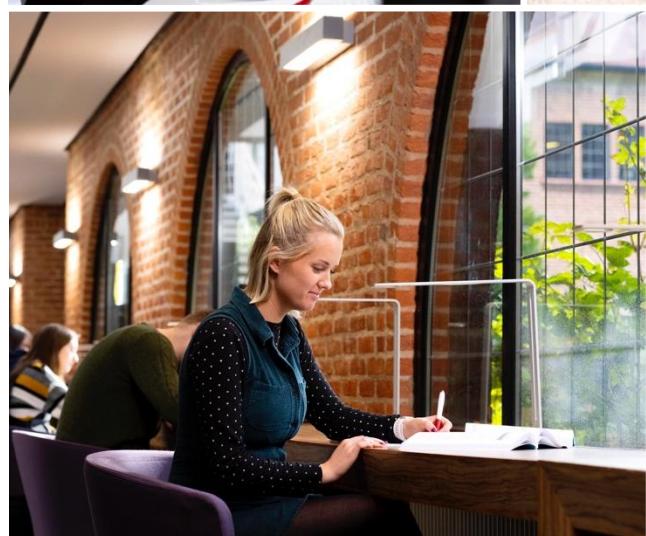
## Recruitment Pack

# Creative Campus Visual Arts Technician

Job Reference: 3CVIA2

Closing date: **Sunday 8<sup>th</sup> February 2026**

[www.hope.ac.uk](http://www.hope.ac.uk)





**POST:** Creative Campus Visual Arts Technician

**STARTING DATE:** As soon as possible.

**SALARY RANGE:** Grade 4 (£25,804 to £28,031)

**TYPE OF CONTRACT:** Fixed-term basis until September 2026

**WORK PATTERN:** Full-time (35 hours per week)

**REPORTS TO:** Fine and Applied Arts Technical Manager

## The Post

**Liverpool Hope University is a special institution, grounded in history and driven by a values-led approach to educational delivery.**

A vacancy has arisen for a Visual Arts Technician to work within the Technical team based at the School of Creative and Performing Arts of Liverpool Hope University.

The University is seeking an enthusiastic and skilled technician to support the use of and set up of technical equipment, to implement processes and other risk assessed practices working in the visual arts subject areas, all underpinned by a core responsibility to ensure that they comply with agreed University and Subject Area Health & Safety guidelines and safe practice, including the monitoring of staff and student Health & Safety compliance.

The role holder will use equipment according to process, complete necessary documentation and maintain service equipment on a weekly basis. They will underpin all academic delivery in both workshops and studios by ongoing research on technical and materials provision. They will also do this for end of year degree shows and other events across the Creative Campus.

Excellent problem solving, organisational and communication skills are required. The ability to work under pressure, as a team player, is an essential part of this post, as well as the ability to work independently.

The programmes run by the subject area and school includes some events and activities, which take place outside of the daily schedule, such as the Final end of year Degree show and Open Days. Therefore, the postholder may on occasion be asked to work evenings and weekends, so they will be required to work flexibly in order to accommodate these activities. Additional hours worked in some weeks will be agreed with the Technical Manager and compensated by shorter working weeks at other times and not by additional payment.

## Job Description/Key duties of the post

<b>Job Title</b>	Visual Arts Technician	<b>Code</b>	3CVIA2
<b>Subject/Service Area</b>	School of Creative & Performing Arts/Visual Arts Subject Area		
<b>Reports to</b>	Fine and Applied Arts Technical Manager		
<b>Accountable To</b>	Head of School of Creative & Performing Arts		

<b>Purpose of Job</b>
Provide a range of technical responsibilities, administrative services and H&S monitoring to support the efficient and effective running of Creative Campus Visual Arts Workshops and Studios.  The post holder will support technical equipment, processes and other risk assessed practices working in these areas, all underpinned by a core responsibility to ensure that they comply with agreed University and Subject Area Health & Safety guidelines and safe practice, including the monitoring of staff and student Health & Safety compliance.
<b>Key Tasks / Responsibilities</b>
<ol style="list-style-type: none"><li>1. Support academic staff and students in the use of workshops and studios, on the basis of an agreed Subject Area schedule, including facilitating, overseeing and delivering the following requirements as agreed with the Technical Manager:<ul style="list-style-type: none"><li>• Set up and operation of various studios and equipment</li><li>• Set up and operation of machinery, specifically wood machinery and textile-based equipment as well as AV and projection equipment.</li><li>• Movement of equipment, machinery and materials in support of studio practice.</li></ul></li><li>2. Monitor students and staff working with workshop machinery and processes on H&amp;S safe practice, as well as being vigilant in studio working environments with the same criteria. This is all in line with legal Health &amp; Safety guidelines, accepted H&amp;S practices and subject area requirements when using equipment, as agreed with the Technical Manager.</li><li>3. Ensure that equipment and machinery used in each studio is available and delivered in good working order, including ensuring a regular schedule of servicing and maintenance as agreed with the Technical Manager.</li></ol>

4. Ensure that the technical aspects relating to the use of equipment are safe at all times conforming to the appropriate legislative / licensing requirements and maintain the workshops and studios and other areas and store rooms in good order as defined by the Technical Manager.
5. Identify equipment and consumables which need to be procured and advise the Technical Manager, as well as providing and managing materials to students within a structured daily time frame to be agreed with the Technical manager.
6. Where appropriate, maintain the technical equipment in the workshop and studio spaces including the PAT testing and servicing of all workshop and studio arts machinery and equipment.
7. Schedule and arrange for the provision of resources such as machinery, equipment and materials as agreed with the Technical Manager in support of academic staff and students.
8. Comply with the University Health & Safety policy and with Health & Safety regulations generally with particular reference to procedures requiring sign-off as defined by the Technical Manager.
9. Ensure under the direction of the Technical Manager the maintenance of health & Safety in the subject areas, including updating signage, notice-boards, risk assessments, and other documentation.
10. Contribute to the risk assessments for the technical elements of studios and general risk assessments for specific areas of work within the subject areas.
11. Notify the Technical Manager of any Health & Safety issues which arise.
12. Support Subject Area and School events and activities such as end of year Degree show, Gallery exhibitions, UCAS events, open and applicant days including the provision of material for these events e.g. of student work by ensuring that the requirements agreed by the Technical Manager are delivered.
13. Area meetings, team meetings and other School level events.
14. Other duties as required to technically support the needs of the Subject Area in agreement with the Technical Manager.

#### **Work Performed (relating to key tasks)**

As the programmes run by the Visual Arts Subject Areas includes some events and activities which may take place outside of day times, such as Degree Show, Exhibitions and Open Days, staff may be on occasion be asked to work on evenings and weekends, so the post-holder will be required to work flexibly in order to accommodate these activities. Additional hours worked in some weeks will be agreed with the Technical Manager and compensated by shorter working weeks at other times, not by additional payment.

**Materials, resources & equipment to be used**

The Following will be used on a daily basis and a hands-on approach:

- A range of machinery and materials (e.g. across the areas of Wood, Metal, Ceramics, Fashion, Print, digital technology and fine art studio practices.
- Laser Cutter, 3D printer, large format printers and digital textile equipment.
- Workshop tools and equipment
- Computers and printers
- Digital, audio, lighting and visual equipment

**Qualifications / Experience Required**

See Person specification

**Regular contacts (internal / external)**Internal

Technical Manager

Subject Area Leader

Course leaders and academic staff

Media /AVA /Estates / IT Services

External

Suppliers

Machinery Contractors

**Staff Reporting to Post holder**

None

## Person Specification

### Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

Educational Requirements	Essential (E)/Desirable (D)	Method of assessment
Degree or equivalent professional qualification or experience.	E	A/I
Professional/Technical & Occupational Training	Essential (E)/Desirable (D)	Method of assessment
Professional experience of working with wood machinery / welding and metal fabrication processes.	E	A/I
Experience of working in a multi-functional workshop environment.	D	A/I
Experience	Essential (E)/Desirable (D)	Method of assessment
Experience and understanding of health and safety issues in machinery / process-based workshop.	E	I
Experience of machinery and equipment management, maintenance and repair.	D	I
Experience of the visual arts industry across multiple disciplines.	D	I
Experience of working with students in a Higher Education environment.	D	I

Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
Equipment Maintenance/Repair: an ability to diagnose and repair faults within machinery and hand tool equipment.	D	I
Problem Solving: the ability to rapidly solve problems when the need arises.	E	I
Communication skills: the ability to communicate clearly, confidently and appropriately with staff, students (machinery and equipment inductions), visiting companies and artists.	E	I
Independence: the ability to work independently and without supervision, periodically in a pressurised environment to a strict deadline.	E	I
Team Skills: the ability to work and to contribute effectively within a small team in a demanding and pressurised environment.	E	I
Organisational skills: the ability to prioritise and schedule tasks with a flexible approach to the working environment.	E	I
Interpersonal skills: the ability to maintain successful and productive working relationships with members of staff, students and visitors to the University.	E	I
Interdisciplinary working: the knowledge and experience to work and support all events included in the school of creative and performing arts.	D	I

Any other requirements	Essential (E)/Desirable (D)	Method of assessment
Deadlines and time constraints can arise as part of the role. The post-holder may be required to work flexibly in order to accommodate the needs of the position.	E	I

## Contact for Queries

Jason Jones  
 Fine and Applied Arts Technical Manager  
[jonesj2@hope.ac.uk](mailto:jonesj2@hope.ac.uk)

## Conditions of service:

This post is based at the Creative Campus. However, you may be required to work in other areas of the University as and when required.

The post is fixed-term until September 2026 and subject to the normal probationary period of 12 months.

Salary scale for this post is £25,804 to £28,031 per annum (Grade 4). New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

## **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

## **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

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## **Benefits of working at Liverpool Hope University**

Liverpool Hope offers its employees a full range of benefits:

### **Pay and Pensions**

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

### **Home and Family**

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

### **Training and Development**

- Induction training for all new staff
- Staff development opportunities

### **Health and Well-Being**

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

## Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

## Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

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## How to apply

You can download the application form by the link below:

[How to apply](#)

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

[https://www.hope.ac.uk/gateway/staff/peopleservices/](http://https://www.hope.ac.uk/gateway/staff/peopleservices/)

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

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