

Studio Coordinator 0.8FTE

Department:	Design
Grade/ Salary:	Grade 5, £30,176 - £34,403 (pro rata)
Contract Type:	Permanent
Hours:	28 per week (Part time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Design

The Department of Design is dynamic, contemporarily engaged and forward thinking. Design flourishes at Goldsmiths; the College's interdisciplinary intellectual climate affords us the unique opportunity to draw upon a wealth of critical, theoretical and creative perspectives, which in turn shape the distinct – and often radical – design practices, educational programmes and research that we pursue in the Department.

Design has a huge influence on the way we live. In an increasingly uncertain world – facing, for instance, climate change, globalised consumerism and social fragmentation – designers need to think more deeply, critically and creatively about their activities than ever before. Appreciating this, we have developed contemporarily engaged and future-sensitive academic programmes that cultivate versatile, pioneering graduates, critically aware of their responsibilities to the environment and of the ethical dimension of their activities in influencing social processes and cultural formation.

For further information about the department please go to:

<http://www.gold.ac.uk/design/>

Job description

Reporting to: Department Manager

Summary:

The Studio Coordinator is vital to supporting and contributing towards the development of studio culture within the department, ensuring an environment that encourages creativity, learning and the engagement of our students.

Working in collaboration with other Design colleagues, the role holder ensures studios and departmental teaching spaces are appropriate for use and that they provide a safe and vibrant place for our community to grow.

The Studio Coordinator also works closely with the Show Coordinator to support departmental public-facing events which showcase our students and programmes, reflect the ethos of the department, and demonstrate how Design at Goldsmiths has achieved its high international standing.

Main duties:

Environment and Maintenance

- Be responsible for the general day-to-day maintenance and management of the design studios and multi-purpose teaching spaces in the department.
- Attend the department Labs and Studios Group, reporting to the group on issues affecting studios, studio culture/environment and relationship between studios and Labs.
- Organise and co-ordinate end of term/year clear outs of studio spaces, ensuring studios are ready for incoming students.
- Plan for ongoing improvements to studios and multi-purpose teaching spaces in the department.
- Take a lead on matters concerning planning around upcoming/proposed refurbishments and building works affecting studios in coordination with other department staff.
- Canvas student opinion regarding implication of planned changes/works to studios.
- Source suppliers and resources required to develop and maintain studios and teaching areas specific to the department, liaising with department staff.
- Liaise with Estates (H&S team and cleaners particularly) and ITIS regarding upkeep and development of spaces, in support of the Department Manager and department senior management team.

H&S in Studios

- Be responsible for matters relating to H&S in the studios, both in terms of the physical environment and activities therein, escalating to the Department Manager or Estates as appropriate.
- Liaise with Labs on these matters to ensure, for example, that activities/materials/processes explicitly prohibited within the Labs are not happening (unmonitored) in the studios.
- Be responsible for preparing risk assessments in relation to studios, teaching spaces and activities outside of the Labs

Other Specific duties:

- Graduate Designer Scheme - Maintain records, manage membership, be a point of contact, correspond and communicate with members, gather and correlate

information for evaluation purposes and carry out any necessary risk assessments for Alumni members engagement and access.

- Department Events – support the Show Coordinator and other staff in planning, coordination and implementation of degree shows, external student projects and public events.
- The Studio Coordinator is also an important point of contact for academic staff in respect of all above.
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

It is desirable that the post holder has a current driving licence so they can drive the college van.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form	C = Certificate
I = Interview	R = Reference
T = Test / P = Presentation	

	Category
Essential Criteria 1 - Qualifications	
Degree (or equivalent)	A, C
Essential Criteria 2 - Experience	
Experience of working in a studio-based environment within an art & design practice or other creative industries	A, I
Experience of working to Health & Safety procedures and policy	A, I
An understanding/experience of working in an academic environment	A, I
Essential Criteria 3 – Knowledge	
Knowledge of effective studio management and organisation	A, I
Knowledge of a range of making processes associated with studio work	A, I
Knowledge of best practice in developing a productive and inclusive studio culture	I
Essential Criteria 4 - Skills	
Skills to deliver and assess general maintenance, repair of equipment and furniture in the studios and departmental teaching spaces	A, I
Excellent interpersonal and management skills with the ability to interact positively and sensitively with students and staff	I
Additional attributes	
A student-centred approach	I
Being forward thinking and adaptable to change	I
Having a flexible and positive attitude	I
Excellent organisational and time management skills	A, R
Competancies	
Ability to work to deadlines and manage time and resources effectively	R
Ability to work effectively as part of a team	R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact the Department of Design via design@gold.ac.uk

March 2021

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.