

## Royal School of Needlework

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| <b>Job title</b>    | Hand Embroidery Technician     |
| <b>Reports to</b>   | Course Leader                  |
| <b>Salary range</b> | £22K - £26K (part-time 0.6FTE) |
| <b>Location</b>     | Hampton Court Palace           |



The Royal School of Needlework is celebrating its 150<sup>th</sup> anniversary this year and is seeking a number of people to help us to begin the next 150 years. This is a fast-paced place to work with a wide range of activities taking place both face-to-face and online.

### Hand Embroidery Technician (0.6FTE)

This is an exciting opportunity to join our vibrant community of the BA (Hons) Hand Embroidery degree programme at the Royal School of Needlework. You will report directly to the Course Leader – Angie Wyman and co-work alongside our Textiles Technician (0.6FTE). This is an exciting and rewarding role for a candidate interested in working within Higher Education as part of a dedicated team.

Based at Hampton Court Palace, you will work onsite in our specialised Textiles Resource and RSN Degree Studios. The role is all year round with term time set days of Monday, Wednesday and Thursday - but there may be the opportunity for more flexible working days outside of term time.

Your role is hands on. Every day is different and exciting, you will be a central point of contact for our Degree students to support their technical hand embroidery needs.

Applicants should be trained in hand embroidery and have confident knowledge of the practice through technical stitch, materials and equipment. You will work with the RSN Technical Stitch Tutors to support students during the technical taught workshops and outside of these times for material, equipment and technical help.

### Key roles and responsibilities.

- Delivering student and staff Health and Safety Inductions and maintaining professional workshop standards in the Resource and Studios
- Ordering and preparing specialist materials, equipment for student studio packs (Art)
- Ordering and preparing specialist materials, equipment for student studio packs (Hand Embroidery)

- Ordering and preparing specialist materials, equipment for Technical Hand Embroidery workshops for first and second year students
- Developing technical samples and examples for student reference
- Preparing and managing Studio fees,
- Working directly with students and staff on sales of materials and equipment
- Advising students on the specific technical materials and equipment
- Managing student loans of equipment
- Managing teaching spaces for technical hand embroidery
- Good communication skills and a 'can do' approach to problem solving on a day-to-day basis
- Work on exhibitions (onsite and offsite), set up and strike of shows
- Working on external and enhancement projects
- Liaising directly with our mail order suppliers
- Retail sales of materials to students
- Regular stock-take and end of year budget managing for Finance
- Budget and stock control – experience of using Excel / Word is essential
- Managing donations and materials for the department

To apply for this post, please submit your CV and a covering letter in an email to Angie Wyman – Course Leader via [degree@royal-needlework.org.uk](mailto:degree@royal-needlework.org.uk)

The interviews will take place on Thursday 4<sup>th</sup> August onsite at Hampton Court Palace.

Applications will be reviewed on receipt and early applications are encouraged as an immediate start is available for the right candidate. The RSN encourages applications from people of all ages and backgrounds. We are looking to build stronger and better representation among our staff. The successful candidate must have the right to work in the UK and you will be asked to provide evidence of this before starting employment.

We encourage anyone interested in the role to visit our Degree show exhibition at Hampton Court Palace between 13<sup>th</sup> and 17<sup>th</sup> June. Booking via [degree@royal-needlework.org.uk](http://degree@royal-needlework.org.uk)