

Royal School of Needlework

BA (Hons) Hand Embroidery

Job description – Fashion Technician (0.6 FTE)

Salary £30,000 FTE



This is an exciting opportunity to join our vibrant community of the BA (Hons) Hand Embroidery degree programme at the Royal School of Needlework. This highly-specialist BA (Hons) Hand Embroidery course is taught at the prestigious [Royal School of Needlework \(RSN\)](#), based at Hampton Court Palace, you will work onsite in our specialised Textiles Resource and RSN Degree Studios. Study is in small year groups. The average intake is just 20 students per year, enabling a high level of student / tutor contact time. Students participate in many external opportunities including competitions and exhibitions, and have won a number of awards in both inter-disciplinary and inter-university competitions in this country and abroad. We encourage students to become creative problem-solvers and to share their knowledge and expertise through participation in external enhancement projects. Students are expected to engage with experimentation and enquiry to inform their theoretical and creative practice.

You will report directly to the Course Leader and co-work alongside our Hand Embroidery 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.

The role is all year round with term time set days of Tuesday, Wednesday and Friday there may be the opportunity for more flexible working days outside of term time.

Our specialist technical team guide students through the materials, processes and equipment necessary to build their specialist knowledge throughout the course.

Location:

Royal School of Needlework, Hampton Court Palace with some offsite and weekend work at exhibitions and events

Hours of work:

0900 – 1700 for three days per week - with some evening and weekend work

Reports to:

Course Leader – BA (Hons) Hand Embroidery

To apply please submit a cv and covering letter outlining how you meet the person specification to hr@royal-needlework.org.uk

Applications must be received by 4pm on August 30th 2023.

Job purpose:

Our students engage with industry projects from level 4 – 6 and as such the role holder will be expected to have an understanding of this sector and the professional standards required. The post will be for pro rata 0.6 (three days per week) working from 9am – 5.00pm on days to be agreed with the Line Manager. Some weekend work and evening work will be required and this can be taken as TOIL outside of the main academic year.

We undertake a number of high profile exhibitions annually both at the RSN and offsite at associated textile events. The role holder will be a key member of the team working with academic staff and marketing staff to help set up / breakdown exhibitions and to ensure that all works are safely returned to exhibitors.

- To provide technical / demonstrator support in the areas of pattern cutting and garment assembly for specified student collections and outcomes from Level 4 – 6
- To work directly with students to create final garments / outcomes for their Degree collections for fashion, interiors, textile art and which meet the needs of the course portfolio
- To enable optimum use of technical facilities and actively support students in their learning
- To undertake the sourcing, ordering and preparation of specialist materials and equipment and for resale to students via the Textile Resource shop
- To record, maintain and issue equipment and materials for use by staff and students as part of the curriculum
- To ensure that students and staff are inducted into safe working practices with respect to specialist materials and equipment

Job Description:

- To work alongside our Hand Embroidery Technician (0.6FTE) to provide day to day staffing of the Textile Resource
- To work as part of the academic team under the direction of the Course Leader as Line Manager
- To induct students and staff through demonstration into the safe working practices for the area, proper use of materials and record the achievement of these competencies
- To offer technical support and assistance in the drafting and final assembly of patterns, prototypes and finished works for specified outcomes, which may include: fashion, interiors, textile art
- To offer technical support and workshop support with the safe use of domestic and industrial sewing machines and associated specialist equipment
- To offer technical advice and workshop support with the use of heat transfer press and dyestuffs; following COSHH regulations
- To run the Textile Resource shop including being responsible for ordering, cash handling, stock take, keeping the resources tidy and of merchantable quality
- To issue materials and equipment to students and visiting lecturers as appropriate to curriculum needs
- To work within budgets in terms of stock ordering and producing the student learning materials
- Compile a fabric taxonomy and pattern archive / toile archive of samples and examples

- Assist with preparing for, installing, manning and de-installing exhibitions both on and offsite
- Ensure that the named range of facilities/equipment are prepared on a day-to-day basis and remain operational for the scheduled times of access
- To construct a schedule for the maintenance and repair of equipment within the defined areas and carry out routine works or liaise with specialist maintenance providers for repair and PAT testing
- To carry out all work in accordance with the RSN Health and Safety procedures at Hampton Court Palace, set up practices and protocols for the use of equipment and ensure students and staff adhere to safe working practices.
- As a member of the RSN Degree team to contribute to the systematic feedback and review of the course, resources and enhancement.
- And any other roles or activities as requested by the Course Leader or Director of Education and Chief Executive.

Essential	Desirable
BA (Hons) level qualification or above in associated discipline	Industry experience – Fashion, Interiors, Textile Art
Professional qualification within the sector of Fashion, Interiors and / or textile art	Adult education teaching qualification
Previous experience of working with students in Higher Education	Haute Couture construction methods
Knowledge of associated specialist embroidery and textile materials / equipment	Tambour beading and surface embellishment for couture
Experience of pattern drafting and garment construction for fashion / interiors / textile art	Millinery skills
Experience of the usage and maintenance of domestic and industrial sewing machines / over lockers and associated equipment	Experience of setting up exhibitions and displays of work
Experience of working within a defined budget and handling cash	Full clean driving licence
Experience of stock control / issuing materials to students and staff / Visiting tutors	
Experience of Health and Safety procedures and equipment maintenance	
The role holder will have full clearance to work in the UK.	