**Additional Information and Person specification for –**

**WEAVING TECHNICIAN**

**KEY ACCOUNTABILITIES**

**The role is to**

The role is to perform preventative maintenance, repair and overhaul of the nationally important historic textile machinery held in the collections including assistance with the movement and storage of machinery. Queen Street Mill is part of the Arts Council England Designated collections and as such part of the role is to ensure protection of the historic working collections from undue use, inappropriate repair and damage

To operate and maintain the Lancashire looms associated with Queen Street Mill Textile Museums along with other types of loom and historic textile processing equipment.

To supervise the Technical Demonstrator and the temporary and casual Museum assistants and their equivalents as required for the benefit of visitors.

You will maintain records on behalf of the Museum Manager, and in line with the requirements of the museums Designated status, relating to the running of the machinery, the usage of yarn, cloth and other materials involved in demonstration and production, processes, and sales. You will order warp, weft and other supplies relating to the production of cloth.

You will ensure the highest standards of customer care are in place at all times to help deliver the best possible visitor experience. This will include providing high standards of interpretation and presentation to ensure visitors have an enjoyable and engaging experience. Demonstrating to the public drawing in, winding, weaving and other relevant processes as required.

You will inform visitors about the history and technology of the weaving industry and the Museum’s collection of textile machinery and assist with the provision of other information and services for visitors and enquirers. This will be undertaken with advice from the specialist curator for industrial history and Conservation & Collection Team

You will comply with procedures to manage risk to yourself, your team, volunteers, visitors and contractors and assist with formulating and following best practice Health and Safety. You will ensure that the textile machinery held in the collections is operating correctly on a daily basis and have accurate record keeping to log any faults. You will maintain working areas in a clean and tidy manner.

You will share technical knowledge / experience with other team members and assist with training other staff to operate various machines, and supervision of these members of staff as required.

You will be an excellent team player working alongside colleagues and volunteers, helping to create a great place to work.

You will assist in ensuring the security of the museum, its collections and equipment, public/visitors and staff by invigilating the museum and supervising visitors as appropriate. This will include assisting members of the public to leave the building in the event of an evacuation.

Key holding: opening and closing the building on occasions. General premises safety, including building security and the prompt reporting of any defects.

Use the LCC intranet for communication, personnel matters and training etc. The post holder will be required to undertake appropriate training.

**ADDITIONAL SUPPORTING INFORMATION:**

The set rota for this post will include working alternate weekends and Bank Holidays.

**Person Specification**

**Knowledge, skills & experience needed**

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| **Requirements** | **Essential (E)**  **Desirable (D)** | **Application form (A) Interview (I) Presentation (P)** |
| Demonstrated mechanical aptitude and problem-solving skills | **E** | **A/I/P** |
| Basic engineering skills and abilities | **E** | **A/I** |
| Experience of operating and maintaining historic machinery | **E** | A/I/ P |
| Excellent customer care skills; good presentation, communication and inter-personal skills | E | A/I |
| Demonstrable practical experience of working with textiles and textile machinery. | D | A/I |
| Ability to work effectively as part of a team and unsupervised, flexibly and use own initiative. | E | A / I |
| Experience of working in a heritage environment | D | A/I |
| Strong verbal communication skills including public presentation and the ability to communicate in an engaging and informative manner with a wide range of people. | E | A / I |
| Good people skills facilitating building strong networks both internally and externally. | D | A/I |
| Ability to maintain accurate written records | E |  |
| Ability to work weekends, Bank Holidays and evenings when required | E | A / I |
| Experience of working with the public in a customer service environment | D | A / I |
| Experience of using ICT eg keyboard skills, spreadsheets, email, internet and social media | D | A / I |
| Knowledge of health & safety compliance requirements | E | I |
| Commitment to equality & diversity | E | I |
| Display the LCC values and behaviours at all times and actively promote them to others | E | I |