



JOB DESCRIPTION

Job Title: PICTURE FRAMING TECHNICIAN – Up to Full time role available

Salary: Dependant on knowledge and experience

Closing date for applications: Friday 7th August at 1pm

1st Interview date – Monday 17th August

2nd Interview date - Friday 28th August

Creative Picture Framing is a busy and successful family business based at College Farm Buildings in Cirencester and established in 1988. Our mission is to create top quality bespoke frames offering a picture framing service from creation, restoration, finishing, as well as a hanging service which is second to none. Our fully comprehensive, quality service, includes advice from our experienced staff, from design to finish for framing pictures and showcasing our customers special objects. Our passion is to perfectly look after our individual customers' needs, together with those of artists, museums, galleries and businesses. The artwork coming through our workshop is inspiring, so we are looking to recruit more dynamic and enthusiastic staff with a love of the arts to further enhance our growing business. If you're practical and creative, a positive, 'can do' person and are happy rolling up your sleeves and getting stuck in, this might be the career path for you. If so, we very much look forward to receiving your application soon. www.thepictureframers.co.uk

Job Purpose/Key Role:

Working under direction of the Manager, you will help to develop the practical cutting, underpinning and assembly area of frames, mounts and glass, using our state of the art picture framing machinery and equipment.

Main Duties/Responsibilities

- Frame and glass cutting.
- Mount cutting.



- Assembly of frame, glass and other components to put together finished items.
- Checking in deliveries and ensuring stock is stored correctly with accurate stock control.
- Attending to customers in both shop and on the telephone/taking payments.
- Assisting with offsite work hanging pictures at different locations.
- Using sector specific quotation and pricing software – training will be given.
- General duties as required by the Manager.

PERSON SPECIFICATION

QUALIFICATIONS	Educated to GCSE level (4 A-C Grades) or equivalent including Level 2 Maths and English. Must be IT literate and confident with a good working knowledge of Microsoft Word, Excel and Outlook and ability to learn sector specific software.
KNOWLEDGE	Demonstrating a good knowledge of and interest in Art and Design, would be beneficial.
EXPERIENCE	Previous Picture Framing would be preferred, but training can be given to the right person who has proven practical ability. Woodworking or practical engineering experience and qualifications would be advantageous.
SKILLS – personal	Able to work on own initiative as well as part of a team. Hardworking with good attention to detail. Quick learner and happy to learn new skills Ability to be adaptable and able to prioritise and re-prioritise work according to the changing workflow patterns arising from incoming work and projects from the shop. Able to manage engagement with different clients in the shop as part of a rota, including quoting, pricing and taking payments. Able to provide a favourable and professional impression by demonstrating excellent communication and interpersonal skills. Good verbal and written communication skills. Flexible and reliable and trustworthy.
SKILLS – technical	Demonstrate an ability to use IT proficiently using Microsoft packages (MS Word, Excel, PowerPoint; MS Outlook).



	Experience of using different sector related software such as pricing systems would be beneficial.
OTHER REQUIREMENTS	Full Driving Licence desirable.

Key Relationships:

Internal

- Other staff/team members – cross team working and multi skilling is essential to enable day to day decisions of how best to manage ongoing tasks and workload to meet organisational objectives and targets.

External

- To help promote Creative Picture Framing in a professional and clear way, especially when offsite hanging and working or liaising with clients on behalf of the business.

Additional Information:

- Hours to be worked over shift pattern of 6 days – hours to be discussed on appointment.
- Depending on age and circumstances of successful candidate, the role holder may be employed as part of the Government’s new Kickstart Scheme.
- Comply with any additional reasonable requirements relevant to the changing needs of the team and the business.
- Occasional unsociable hours and travel.

Equal Opportunities Statement:

Creative Picture Framing is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. requirements of the post. The Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

To apply for this role:

Email and/or post a copy of your CV and a covering letter with details of your current role and salary expectations to:

Chris Smith, Creative Picture Framing, 8 College Farm Buildings, Tetbury Road, Cirencester, Gloucestershire, GL7 6PY email address : jobs@thepictureframers.co.uk

Closing date for applications: Friday 7th August at 1pm