



JOB DESCRIPTION

Job Title: **PICTURE FRAMING TECHNICIAN – Full time - Maternity Cover Fixed Term**

Salary: **Dependant on knowledge and experience**

**Closing date for applications: Wednesday 13th October at 1pm
Interview date – Thursday 21st October**

Creative Picture Framing is a 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.

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.
- Occasionally attending to customers in both shop and on the telephone/taking payments.
- Assisting with offsite work hanging pictures at different locations.
- General duties as required by the Directors.

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
KNOWLEDGE	Demonstrate good knowledge and passion for Art and Design.
EXPERIENCE	Previous Picture Framing would be preferred, but training can be given to the right person who has proven practical ability. Any woodworking or practical engineering experience and qualifications would be advantageous.
SKILLS AND PERSONAL ATTRIBUTES	'Can do' approach. Able to work on own initiative as well as part of a team; hardworking with good attention to detail. Ability to be adaptable, keep a calm head 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 engage professionally with different clients in the shop when providing cover, including quoting, pricing and taking payments. Able to provide a favourable and professional impression by demonstrating excellent communication and interpersonal skills. Able to understand importance of confidentiality and discretion when dealing with client work. Good verbal and written communication skills. Flexible and reliable and trustworthy. Quick learner and display willingness to undertake training when required, in order to improve efficiency of the workshop team
OTHER REQUIREMENTS	Full Driving Licence desirable. Occasional Saturday working may be required as part of a rota



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 5 days (together with occasional Saturdays with time off in lieu) Actual hours to be finalised on appointment.
- 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 your CV and a covering letter with details of your current role and salary to:

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

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