



**ASCUS**  
ART & SCIENCE

## About our organisation

ASCUS Art & Science is a non-profit organisation leading art-science collaboration in Scotland. Through partnership working, we operate at the boundaries of art and science, everything we do happens through an interdisciplinary approach between scientists, artists, designers, the public and other communities. We believe the art-science interface generates a 'third space' opening up unconventional thinking, creativity, innovation and new perspectives. ASCUS provides this platform through our open art-science lab, ASCUS Lab, the first of its kind in Scotland as well as our associated programmes; membership sessions, workshops, artist residencies, public engagement projects and more. We aim to democratise science and art for everybody by fostering imagination, creativity, experimentation and play with the tools of science.

Having built strong collaborations with high profile partners and sponsors such as the University of Edinburgh, Baillie Gifford and Edinburgh Science along with many more achievements we are at a pivotal time in our development as we embark on the adaptation of our engagement programme to online delivery in the face of Covid-19. With an international reputation in the field of art and science, this is an exciting opportunity to join us as we build this brand new part of our business that will broaden the impact of our hands-on work when it returns.



## ASCUS Lab Technician and Learning Coordinator Role

For this role we are looking for someone passionate about lab based science (preferably in the following areas: microscopy, microbiology and DNA analysis) and previous experience working in labs. This will include overseeing the delivery of our engagement programme across our digital channels as well as working both independently and with partners to develop engaging learning experiences for our online and in-person programmes (when they return) that combine art, design and the sciences. This is an opportunity for someone interested in working in a dynamic and creative environment with a small core team and a community of passionate volunteers, helping us to build our ever expanding art-science community and sharing our work with a variety of public audiences.

The role of the ASCUS Lab Technician and Learning Coordinator will be to work with other ASCUS core team members, in continuing to develop and maintain our Lab facility and delivering our year round members, workshops and training programmes, the majority of which is planned to be online during 2021. This is a demanding role, working with a diverse range of partners in an art-science lab environment and would suit someone who is passionate about breaking down complex ideas and concepts into clear and simple language, using hands-on demonstrations and experiments, adapting to different audience levels. This is a front facing role and would suit someone who is a people person, who is confident in sharing their knowledge and expertise to camera and in front of live audiences. We are looking for an enthusiastic communicator who can demonstrate a track record of success in delivering creative and engaging activities, using demonstrable lab skills, overseeing and implementing good Health and Safety practice and with experience in web-based and digital media.

Join our team and be part of something truly innovative and unique

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### Full Details

<b>Post:</b>	<b>Lab Technician &amp; Learning Coordinator</b>
<b>Salary:</b>	£19,000 pro rata
<b>Contract:</b>	Freelance, part-time, fixed term contract. Entitlement to work in the UK is essential.
<b>Reporting to:</b>	ASCUS Managing Director
<b>Working closely with:</b>	Managing Director & Marketing, Communications and Digital Content Coordinator & ASCUS Lab Members and Users
<b>Hours:</b>	15 hours a week (This is a freelance post for a six month period, with possible extension and additional hours subject to funding)

The successful candidate will be required to work a combination of home and lab working (in Edinburgh), dependent on Covid-19 restrictions and demand from our Lab Membership programme. Working days are negotiable but three 5 hour days per week would be preferable, however, flexible hours can be discussed.

**How to apply:** Please email your CV, and covering letter to [walsh@ascus.org.uk](mailto:walsh@ascus.org.uk), articulating your interest in and suitability for the role relevant to the person specification

**Closing Date:** Friday 26th February

**Interview:** Interviews will be held on Thursday 4th March

**Start Date:** Immediate start

## Job Specification

The Lab Technician & Learning Coordinator will work with ASCUS core team members to develop and deliver the strategic goals for ASCUS which ensures that the organisation builds positive relationships with lab users (artists, scientists, academic institutions, cultural organisations, education providers, public audiences), strategic partners, current and potential funders, supporters & stakeholders and delivers a thoughtful, creative and innovative interdisciplinary lab engagement programme that encourages anyone, no matter their background, to get involved in their own art-science experimentation.

## The Lab technician key responsibilities:

### Operations and Maintenance 30%

- Main point of contact for Lab users during ASCUS Lab Member Sessions;
- Assume the role of ASCUS Lab Genetic Modification safety officer;
- Coordinate work in the laboratory to ensure efficient and appropriate use is made of all equipment;
- Work with lab members in allocating space for ongoing experiments and ensure that all H&S protocols are strictly adhered to;
- Prepare and review risk assessments, COSHH and Safe Systems of work as and when required;
- Liaise with management and members to discuss timetables, equipment requirements and work plans;
- Record keeping, e.g. of training sessions completed by lab members etc;
- Dispose of waste materials in line with ASCUS Lab waste disposal procedures and UK regulations;
- Supervise lab activity during lab membership sessions;
- Ensure that all health and safety procedures are understood and followed correctly;
- Test and manage repairs of equipment and laboratory apparatus;

- Ensuring the laboratory is appropriately stocked and resourced including organising and proper storing of chemicals and equipment;
- Obtain materials/consumables by local purchase;
- Prepare and submit Lab purchase orders as required;
- Ensure that equipment is properly cleaned by lab users and that chemicals and other materials are appropriately stored;
- General Laboratory cleaning: cleaning bench surfaces, floors and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps);
- Carry out health and safety checks on laboratories, prep rooms and stores;
- Update inventory and associated records on receipt of new Lab donations and orders;

### **Content Production & Delivery 30%**

- Trial and demo practical activities to camera for ASCUS' learning programme and for distribution across ASCUS' digital event platforms; Youtube, Zoom, Patreon, Google Classroom etc.;
- Deliver of workshop sessions online and in-person using existing lab equipment, archival lab experiments and imaginative DIY approaches for enabling remote engagement with ASCUS Lab concepts and ideas;
- Develop new ideas, experiments and content around ASCUS' programme themes; Health, The Environment and Innovation;
- Review and continued development of ASCUS labs existing courses/workshops content and working with ASCUS core team in the adaptation of these programmes online during 2021;
- Prepare equipment, chemicals and making up solutions ready for course/workshop demos – over a wide range of lab resources including slide making, culturing, set-up of microscopes, and ongoing maintenance and use of our in-house microbiology collection;
- Work in collaboration with the Marketing, Communications and Content Coordinator to share behind the scenes content, contribute to the growth of an active and engaged ASCUS Lab Community across ASCUS Social Media Platforms (Facebook, Twitter, Instagram, LinkedIn);
- Deliver workshop content and activities both online and in-person, that are creative, educational and fun;

### **Development 30%**

- Write reports, reviews and summaries and contribute to funding and sponsorship drives within the organisation;
- Monitor, evaluate and report on lab members participation and engagement in order to measure impact;
- Collate and report key performance indicators quarterly on lab member participation, for consideration by ASCUS' Board of Directors;
- Maintain excellent current awareness of the latest developments in bio-design innovation, digital innovation and cultural and public engagement;
- Research ideas for future development of the lab facility and programme;
- Support the work of management and members during lab programme activities and members sessions, give technical advice to management and members where necessary;

- Support lab interns through mentorship and by providing regular training, resources, check-ins and feedback;
  - Attend and participate in staff and ASCUS Lab Community meetings and training as appropriate;
  - Main point of contact for ASCUS Lab partners in development and delivery of technical lab programme activities;
  - Co-develop workshops and activities for artists, scientists, members of the public and ASCUS Lab Community;
  - Any other duties as required by the Managing Director;
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## Person Specification

### Essential Experience and Skills

- Knowledge of good laboratory practices (GLP) and other regulatory agency standards.
- Knowledge of laboratory equipment, instrumentation and terminology used in the area of responsibility
- Good aseptic technique experience from academia or industry
- Degree qualification in a relevant biological subject, equivalent formal training or transferable hands-on experience in a similar or related role.
- Computer literate with a working knowledge of word processing and spreadsheets as well as file sharing platforms (e.g. Google Drive & Dropbox).
- Proven experience preparing and delivering written/oral science communication activities to live (in-person & digital) audiences
- Proven experience in lab maintenance (running autoclave, and water filter systems, maintaining microbiological collections, monitoring fridge and freezer stock etc.)
- Ability to work as part of a team and on own initiative.
- Methodical, organised and flexible approach to work.
- Effective listening, verbal and written communication skills.
- Excellent, friendly and professional interpersonal skills, with the ability to communicate effectively with a diverse range of people, from the public, artists, academics, scientists as well as our board of directors.
- Ability to prioritise workload to meet deadlines.

### Desirable

- Experience working with and supervising interns
- Experience of using evaluation approaches to evaluate learning programmes and identify challenges and opportunities for future development
- Proven experience of working with social media channels, Twitter, Facebook, Instagram and LinkedIn
- Experience and desire to capture and edit photographic content for social media and online.
- Experience in and desire to make engaging video content for social media and online.
- Awareness and understanding of work practices, processes and procedures relevant to cultural industries.
- Knowledge/interest of third sector organisations.
- Knowledge of online platforms such as Zoom,

- Ability to design and process a wide range of documents in accordance with instruction and in house style and systems, using existing templates and close attention to detail.
- Ability to maintain a high level of confidentiality and discretion at all times.
- A keen interest in unlocking creativity via art and science sectors using interdisciplinary approaches.

Microsoft Teams, Miro Board and Google Classroom used for interactive online learning resources and digital events programmes.