

1. POSITION IDENTIFICATION

POSITION TITLE	Art Technician
REPORTS TO:	Coordinator of Visual Arts
AWARD:	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 Classification: Administrative and Technical Officers
RENUMERATION:	Level 2, Step 1 Administrative and Technical Officers Salary Schedule of February 2023. *The salary step is negotiable based on the applicant's experience, qualifications and skills in relation to the Specific Duties outlined below.
WORKING PATTERN	44 weeks (20 hours per week) Monday to Friday availability preferable.

2. THE ROLE

The Art Technician's primary responsibilities are to provide assistance and support to teachers in the Visual Art department to ensure the smooth running of the day-to-day program of lessons according to the timetable and providing support for the variety of extracurricular activities.

3. SPECIFIC DUTIES

Under Line Manager direction, the Art Technician can be expected to perform tasks within the following range:

Teaching and Learning

- Preparation of materials and equipment for lessons and projects, including preparation of demonstration materials and resources.
- Assist students with methods and technique during lessons, as directed by teaching staff.
- Ensure all students' work and unused materials are returned to the appropriate storage area.
- Assist departmental staff in developing appropriate resources for teaching and learning.
- Assist with departmental displays and the preparation, mounting and installation of work around the College.
- Assistance to teachers in practical classes and on excursions.

Maintenance

- Maintain a schedule for maintenance of equipment
- Carry out regular inspections of equipment to ensure safe operation.
- Complete and maintain equipment maintenance records.
- Ensure workshops are tidy and free of hazards.
- Carry out risk assessments as required.
- Maintenance of the kiln.
- Load, fire and unload kiln as requested

Administration

- Liaise with OH&C regarding storage of chemicals.

Learn what you are in the eyes of God.

- Keep records up to date for the MSD's.
- Obtain quotes and order consumable art supplies as directed – research products as directed.
- Unpack, check and store art supplies.
- Assist with the tidying of the studio spaces and storage facilities.
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system.
- Oversee WACE marking administration and transport of art materials.
- Manage external art exhibitions and competitions.
- Other duties as required.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Demonstrate a commitment to the ethos and mission of the College
- Interpersonal skills
- Knowledge of art materials, processes and equipment
- Practical problem-solving and multi-tasking skills
- The ability to work independently and as part of a team
- Well-organised, accurate and creative
- Have a current Working with Children Card and National Coordinated Criminal History Check
- Current drivers licence
- Staff Child Protection Procedures and Mandatory Reporting Training (CPPMR) prior to commencement of work

Highly desirable

- Competency in Microsoft Office programs and Adobe suite including competency in Adobe Photoshop, InDesign and Illustrator desirable
- Willingness to be flexible with work hours particularly during peak periods
- Experience using laser cutter, 3D printer
- Experience working as a visual arts technician or equivalent