SANTA MARIA COLLEGE PERTH

POSITION DESCRIPTION

Position: Technician – Art

Classification: ATO Level 3

Reports to: Director of Corporate Services

Tenure: Ongoing

Under the direction of the Head of Art, the Art Technician is an integral and professional member of the Art Department, reporting to the Director of Corporate Services.

The Art Technician's main responsibility is to provide support to teachers in the Art Department, working with the other Art Technician in order to ensure the efficient running of the Art Department's day-to-day programme of timetabled lessons and extra-curricular activities. Duties are varied, and include the preparation of canvases and boards for painting, framing of pupil art, ordering and collection of art materials, organisation of equipment storage and art supplies, ensuring equipment across the department works correctly, and display of artwork around the College.

Duties will be conducted on the basis of their given priority and with guidance from the Head of Art.

KEY RELATIONSHIPS: Head of Art, Art Department staff, Director of Corporate Services, Staff, Students,

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Provide technical and administrative support to the Art Department, as required and directed by the Head of Art
- Day-to-day running and maintenance of art spaces and equipment
- Play a role in the extra-curricular life of the Department, providing practical assistance for off-timetable workshops, activities etc.
- Order art materials, assisting with delivery and audit of same
- Practical, hands-on assistance in preparations for College events, exhibitions and displays
- Manage storage of art equipment and supplies, and of pupils' work
- Contribute positively as a member of the Department, i.e. attend weekly departmental meetings
- Manage display and rotation of artwork around College
- Manage external art exhibitions and competitions
- Oversee WACA marking administration and transport
- Comply with College policies, procedures and maintain an active health and safety culture
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Qualifications or experience in a comparable position
- Knowledge and experience of art, art materials, art equipment and sewing machine operation
- Practical problem-solving skills
- Sensitivity, care and understanding in dealing with young people
- Personable and professional, with good verbal, interpersonal and written communication skills
- The ability to work independently and as part of a team
- Well-organised, accurate, flexible and creative
- Relevant IT skills, i.e. graphics software package/s, scanning of artwork

Desirable

- Demonstrated interest in art and teaching
- Specialist art knowledge, such as ceramics or sculpture/ carving
- Experience in purchasing and budget management

3. TERMS OF EMPLOYMENT

- Salary to be annualised over the year based on weeks worked
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: Nov 2021