



St Leonard's College

An education for life.

General Staff

Position Description

Position Title:	Visual Arts Technician
Prepared:	November 2023
Reports to:	Head of Learning – Visual Arts
Prepared by:	Director of Human Resources

Position Purpose

To assist in the

- Preparation and maintenance of art materials and equipment for general art areas
- Maintenance of visual art technology equipment
- Preparation of College art exhibitions (mounting, framing and installation)
- Administration and classroom support for the faculty

Position Status

This is a permanent part-time term time position, three days per week in College deemed staff term time. Annual leave is included in College non-attendance time.

Hours are from 8:00 am to 4:00 pm with a 15-minute morning tea break, taken a mutually agreed time, and a half hour lunch break to be taken during the teaching staff lunch break.

Duties & Essential Job Functions

- Daily briefing and weekly meetings with the Head of Learning – Visual Arts (HOL) in relation to specific operational tasks to support the smooth running of the Visual Arts Faculty (Faculty)
- Capacity to approach staff in a proactive and timely manner to provide assistance regarding the organisation and implementation of specific tasks and/or projects within the Faculty as deemed by the *Electronic Art Tech Support Request Form*.
- In consultation with the HOL, provide assistance to other Faculty teachers in practical classes when required and to enable accurate record keeping of the *Electronic Art Tech Support Request Form*.
- Assist with administrative duties, which include, but not limited to:
 - Ordering and restocking of art materials, resources, and office supplies
 - Photographing/scanning student artwork for specific reasons including the International Baccalaureate examination, Leonardian magazine and other miscellaneous exhibitions and events
 - Collaboration with the HOL in the planning, development and implementation of exhibitions within the College
 - Photocopying, word processing, design and technical processes and support linked to Adobe Creative Suite for general student and teacher requirements
 - Printing of student work, including photographs and College Marketing materials

- Tidying and upkeep of studio spaces and storage facilities as deemed necessary by the HOL
- Attendance at Faculty meetings and scheduled Health Safety and Wellbeing committee meetings as required and assume the role of Emergency response warden for the delegated area.
- Clean and maintain equipment in accordance with Health and Safety principles
- Maintain a register for chemical safety and storage (SDS – Safety Data Sheets) with the appropriate follow up required to ensure a safe working environment
- Preparation of materials for teaching and learning projects across a broad range of studio areas including maintenance of frames and plinths for exhibition purposes, stretching canvases, printing student work and assist where appropriate with ceramics and printmaking, including laser cutting.
- Maintain and monitor tools, equipment, and storage facilities across the faculty with a consistent overview and audit of materials in communication with Faculty staff in specific studio areas, including assisting with the asset management library loaning system
- Organise and maintain accurate record keeping, in collaboration with the library system, for the borrowing of cameras by students and staff. This will occur before and after school
- Maintain the on-going exhibition program in designated gallery spaces within the Visual Arts Centre and other venues within the College requiring artworks. This includes framing and hanging artworks with appropriate signage of artist, title, media and date as directed by HOL
- Assistance with the promotion and organisation of additional Art based activities/events throughout the school year including student seminars and workshops
- Work in collaboration with the HOL and the College Archivist to maintain and audit registers of The St Leonard's College Art Collection and Betty McMeekin Art Collection, including accurate records of student work in the custodianship of the Faculty and the College, and implement appropriate dissemination procedures (inclusive of approval signatures from artists) for student work to be taken from the College and/or exhibited permanently
- Prepare studio spaces, in conjunction with teaching staff to leave floors clear at the end of each term for regular cleaning and/or polishing
- Support the HOL and Visual Arts staff regarding guidelines and procedures with the College's maintenance and finance departments
- Arrange appropriate professional learning opportunities and maintenance of plant and equipment to ensure all staff can use equipment safely
- Own vehicle for transportation drop-off and pick-up of art works to external exhibitions and occasional pick up of art supplies

Financial Management

- Obtain quotations and order consumable art supplies as required and as requested by Faculty staff
- Minimise consumable wastage
- Provide appropriate documentation for invoices/orders to the HOL in a systematic way for payment
- Ensure accurate signing off of invoices on delivery and prompt dissemination of goods/materials to relevant staff members
- Facilitate the management of visiting presenters and artists by liaising with the Finance Department to organise supplier agreements where required

Team Participation

- Work closely and co-operatively with all staff members, showing initiative and working intuitively to determine possible needs
- Contribute positively and constructively to the smooth running of the Faculty in nurturing the capacity to generate creative and cultural agency for students and staff within the College community
- Ensure performance is consistent with the ethos, aims and objectives of the College
- Ensure timely and accurate responses are met in relation to the delivery of orders with prompt follow up of items missing or not available.

Experience and Qualifications specific to the role

- Qualifications in a relevant Art related field with demonstrated experience, knowledge and skills reflecting a commitment to the Art Industry and/or Art Education
- An understanding of the important role the Visual Arts have in shaping positive outcomes for students
- Highly developed organisational skills and proven administrative ability

Other

- Undertake tasks with accuracy and professional competency within prescribed deadlines and foster a co-operative work environment
- Maintain positive working relationships with representatives from relevant suppliers
- Undertake safe work practices
- A reasonable level of physical fitness and strength is required

Any other task as deemed appropriate for the role.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the St Leonard's College Agreement 2020, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.