



**St Leonard's College**

An education for life.

# General Staff Position Description

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Position Title:	Visual Arts Technician
Prepared:	November 2022
Reports to:	Head of Learning – Visual Arts
Prepared by:	Head of Human Resources

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## 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, as deemed within the *Faculty Task Register*

## Position Status

This position is replacing a staff member on flexible work arrangements, commencing Wednesday 25 January 2023 and ending Thursday 14 December 2023.

This is a part-time fixed time, term time position, annual leave included in College non-attendance time.

Working Wednesday to Friday, hours are from 8.00am to 4.00pm with a 15-minute morning tea break and a half hour lunch break, taken a mutually agreed time.

## 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 *Faculty Task Register*
- In consultation with the HoL, provide assistance to other Faculty teachers in practical classes when required
- Obtain quotations and order consumable art supplies as required and as requested by Faculty staff
- Assist with administrative duties, which include, but not limited to:
  - restocking art materials, resources and office supplies
  - photographing/scanning student artwork for specific reasons including the International Baccalaureate examination, Leonardian and miscellaneous exhibitions and events
  - Collaboration with the HoL in the planning, development and implementation of exhibitions

- photocopying, word processing, design and technical processes and support linked to Adobe Creative Suite, Tinkercad, Laser Cutter & LightBurn and SketchUp for general student and teacher requirements
- printing of student work, including photographs.
- Tidying and upkeep of studio spaces and storage facilities as deemed necessary by the HoL
- Attendance at regular weekly briefings with the HoL to enable accurate record keeping of the *Faculty Task Register* signed off by the HoL
- Attendance at Faculty meetings and scheduled Occupational Health and Safety (OHS) meetings as required
- Clean and maintain equipment related to OHS principles including a register for chemical safety and storage (MSDS – Material 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
- 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
- Maintain technology equipment, ensuring cameras are safely stored and charged ready for class and/or individual use
- Organise and maintain accurate record keeping 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 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
- Other duties as deemed appropriate to the role.

## Financial Management

- 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

## Team Participation

- Work closely and co-operatively with all staff members
- 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

- 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
- Drivers Licence to help in the movement of artwork for exhibitions when required
- Highly developed organisational skills and proven administrative ability
- Demonstrated ability to work closely with a Line Manager to build capacities to efficiently and effectively meet deadlines
- Highly developed communication skills, both verbal and written
- Ability to learn new software systems with experience in Mac platforms desired
- Demonstrated commitment to contributing to a positive team environment
- Ability to be adaptive and work effectively in a busy environment.

## Other

- Within the scope of this position description use initiative and take responsibility for all tasks undertaken, including informing relevant staff of the completion date of tasks.  
This includes the capacity to maintain clear lines of communication with the HOL and Visual Arts staff regarding specific requests and appropriate procedures to maintain the smooth running of the faculty on a daily basis
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy and professional competency within prescribed deadlines and foster a co-operative work environment
- Maintain open and timely communication
- Maintain confidentiality at all times
- Maintain positive working relationships with representatives from relevant suppliers
- Undertake safe work practices
- Any other task as deemed appropriate for the role.

## Other Skills and Attributes

- Discretion and confidentiality are essential
- Initiative and confidence to make contributions/suggestions
- Time management skills - able to work to deadlines
- Overall good interpersonal skills when working in a team environment

## 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.