



POSITION DESCRIPTION

POSITION:	Art Technician
DEPARTMENT:	Visual Arts
CAMPUS:	Corio Campus
DATE PREPARED:	March 2025
REPORTS TO:	Assistant to Head of Faculty Visual and Performing Arts (Visual Arts)
DIRECT REPORTS:	N/A
EMPLOYMENT STATUS:	Full-time
TENURE:	Ongoing

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

The Visual Arts Department at Geelong Grammar School is a vibrant, inspiring and engaging environment where we strive to give our students an opportunity to be original and brave. All year groups, from Early Learning to Year 12, are encouraged to experience unfamiliar methods, media and materials, to take up challenging projects and approaches, to extend the boundaries of their expertise and attain a range of new skills and knowledge.

The ELC and Primary years develop knowledge and skills, nurturing imagination and creative expression. The development of imagination and expression continues at Middle School (Years 5-8), where the study of art and culture links to developing an understanding of artistic styles and practices.

Timbertop students explore drawing, painting, pastels, charcoal and watercolour in a unique learning environment that is deeply immersed in the natural world. The visual diary is an integral component of the developmental processes taught.

There is a significant increase in the diversity and range of Visual Arts subjects offered at Senior School (Years 10-12). In Years 11 and 12, students may continue to study Art through VCE Studio Arts and Visual Communication Design (VCD) and through the IB Diploma Visual Arts course (SL and HL).

Art Technician at the Corio Campus will be required to support this rich, diverse programme.

POSITION OBJECTIVE

To provide support to the teaching staff and students of the Visual Arts Department and maintain adequate supplies of consumables and equipment.

KEY RESPONSIBILITIES

The Visual Arts Technician is responsible for the following tasks:

Organisational, Housekeeping and Cleaning:

- Managing specialised IT equipment including photo and video cameras, studio lights, microphones, projectors, CNC laser cutter and printers (e.g. ink/toner/paper supplies are adequate, batteries are charged, etc.).
- Managing specialised equipment in other areas, e.g. ceramics, screen-printing, and/or painting.
- Ensuring the equipment (e.g. photocopier, printing presses, kilns, laser cutter), is in safe working order and maintaining/or organising an appropriate service.
- Preparing of materials – trimming, resizing and processing materials for re-use.
- Reviewing cutting, carving instruments and specialised art equipment.
- Preparing materials and equipment for art lessons, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items
- Providing in-class technical support to staff and students for laser cutting, sculpture, ceramics, painting, photography, etc.
- Assisting staff by scanning/photographing of students' work.
- Helping students with high-quality ink-jet printing.
- Assisting with firing, glazing, recycling, mixing glazes and slips as well as packing, firing and unloading kilns.
- Ensuring that teaching spaces have the highest standards of cleanliness and organisation (artworks, equipment and props are stored in appropriate locations).
- Assisting with tidying and cleaning after lessons.
- Locking up spaces at the end of the day.

Administration:

- Ordering and receiving deliveries of equipment and materials
- Advising on stock control/replacement
- Keeping adequate supplies of materials in stock

- Auditing, labelling and maintaining resources
- Maintaining accurate records of departmental expenditure
- Keeping records of student supplies so that excessive spending can be monitored and charged appropriately
- Creating and maintaining an inventory system (e.g. books, slides, videos kept in the department)
- Ensuring that audits of materials are kept up to date in collaboration with Head of Visual Arts
- Completing an annual stock-take of equipment in all studios
- Identifying and organizing repairs of infrastructure (buildings and amenities)
- Completing appropriate risk assessments. Ensuring health and safety procedures are met within area of responsibility
- Reviewing the inventories of resources from the perspective of Health and Safety requirements
- Reviewing existing OHS guidelines and identifying gaps for continuous improvement
- Ensuring OHS guidelines are displayed
- Reporting any OHS issues to OHS Manager
- Maintaining chemicals and equipment in a safe manner in line with chemical storage guidelines
- Recording, monitoring and managing maintenance schedules
- Helping to maintain all stored IB and VCE artwork for assessment until release date
- Liaising with key stakeholders (other departments e.g. Design Technology; Administration including Risk and Compliance office, third party suppliers, couriers, restorers, etc.)
- Helping to maintain displays in the designated spaces
- Assisting in the setting up/taking down of exhibitions and delivery of work to/from exhibitions
- Organising framing of student artworks

ORGANISATIONAL RELATIONSHIPS:

The Visual Arts Technician reports to the Head of Visual Arts and works closely with several key contacts internal and external to the School:

Internal Liaisons

- Visual Arts staff
- Students
- Design and Technology Technician
- Administration staff
- Maintenance staff
- Computer Services staff

External liaisons

- Materials & Equipment Suppliers
- Couriers
- Galleries

KEY SELECTION CRITERIA:

- Technical expertise in the Arts area, possibly as a practising Artist or have links with the wider Arts community.
- A pro-active approach to support the Visual Arts curriculum.
- Information Technology/Computer skills required for administration, housekeeping and in-class support.
- Technical frame of mind and the ability to resolve technical issues.
- Demonstrated rapport and understanding of the needs of school students.
- Highly developed interpersonal and communication skills.
- Ability to develop a suitable working relationship with staff and students.
- Knowledge of arts practice in the wider community.

- Ability to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice.
- Ability to manage time independently, approach tasks methodical and organised and
- Ability to implement and sustain organisational systems.

Qualifications & Skills

Mandatory

- Art & Design based background and/or relevant tertiary qualifications.
- Proficient computer skills in Word, Excel and Creative Suite (LightBurn, Illustrator, In-Design, Photoshop and Premier Pro).
- Knowledge of new technologies and techniques used in specialist areas.
- Excellent communication skills and ability to build effective working relationships with staff and students.
- An appreciation of children's specific needs and a desire to play an active role within the life of the Department.

Desirable

- Victorian Drivers Licence

OUR COMMITMENT TO STUDENT SAFETY:

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGG website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All new members of staff are required to attend a three-day minimum Discovering Positive Education training course. Courses are held in January and July each year. Staff also participate in ongoing Positive Education workshops throughout the year.

WORKING WITH CHILDREN CHECK:

All employees of Geelong Grammar School must undertake a Victorian Working with Children Check (Employment) prior to appointment.