



Position Description: Art Technician

Position Objectives:

The Art Technician reports to the Faculty Head Art, Design and Media and supports the teachers to ensure the smooth operation and delivery of the Art and Design curriculum. This includes management of stock and materials, organisation of studios and storerooms and as required assist teachers and students in the classroom.

Incumbent:

Reports to:

Faculty Head Art, Design and Media

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders
- Act as a responsible steward of College resources
- Stay abreast of and comply with all College policies

Key Responsibilities:

Leadership	• Contribute to the achievement of the College vision and goals through assisting with the delivery of high-quality learning outcomes for all students • Embrace and enhance the position of the College as a leading provider of education • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Preparation and Maintenance of Classroom and Storerooms	• Order, prepare, and maintain materials and activities to a high standard as instructed by the Faculty Head, including: ○ Maintaining darkroom materials (photochemistry, tanks, and reels) ○ Maintaining the department book collection • Organise and clean classrooms, studios, and storerooms year-round, including drying racks, plan drawers, and tubs. • Conduct annual deep cleaning of tools and complete full storeroom reorganisations each semester. • Maintain emergency Visual Communication Design exam kits for end-of-semester exams (Units 1–4). • Oversee the operations and maintenance needs of the Konica Minolta printer and printing presses. • At the beginning of the year, organise classroom tubs (one per class), re-label and clean plan drawers for Year 11 and 12 students, and label Visual Communication Design pigeonholes (Years 11 and 12).



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Art and Design Student Support	- Assist with research processes and the development of teachable methodologies as requested by the Faculty Head. - Provide assistance to students with materials and techniques as required. - Supervise VCE students during study periods.
Display and Exhibition	- Frame, mount, curate, and install student and non-student works in various locations across the College. - Relocate or return artwork to students or storerooms as required. - In collaboration with teachers and the Faculty Head, assist with the implementation and deinstallation of exhibition layouts and/or Media Showcases. - Assist staff with displays and studio presentation in preparation for Open Day and Open Mornings.
Administration	- Discuss and plan materials required for the following year, including future forecasting, with the Faculty Head. - At the start of the year, ensure the Art and Design timetable is provided to the Director of Administration and teachers. - Liaise and collaborate with Art and Design staff at the start of each term to prepare and draw up the term calendar. - Order, document, and update inventories for all stock as instructed by the Faculty Head, including stocktaking and ordering new picture frames as required. - Complete incidental duties—such as special orders, emails, bookings, and similar tasks—to support the teaching and learning programs as directed by the Faculty Head of Art and Design. - Liaise with the SKC maintenance team as required.
Ensure Safety of Studios and Storerooms	- Maintain accurate Material Safety Data Sheets (MSDS) for all materials. - Ensure safe handling procedures and appropriate storage of materials are followed. - Clear stored trolleys weekly to ensure there are no obstructions and all Occupational Health and Safety (OHS) requirements are met.
Risk Management	Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Safety	- Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. - Assist in the provision of a child-safe environment for students.
Professional Development	Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	- Abide by the St Kevin's College Code of Conduct. - As required, attend College meetings, conferences and after school events, faith days and liturgies.



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- Demonstrate commitment to the College vision and mission.
- Champion wellbeing by cultivating respectful, safe and supportive environments for students, staff and families.
- Accept reasonable direction and other duties from the Principal and/or delegates.

Qualifications and Attributes:

Essential:

- Experience as an Art, Design and Media Technician
- First Aid Level II Certificate is desirable
- Working with Children Check
- Criminal Records Check

Desirable:

- Experience in an education setting

Skills and Attributes:

- Ability to work autonomously and as part of a team with the ability to cultivate credibility, respect and honesty
- Presents a professional and positive demeanour and is a solution orientated person
- Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility
- Well-developed decision making skills
- Excellent oral and written communication skills
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities
- Proficient ICT skills in common software platforms such Microsoft suite e.g. Word, Excel
- Ability to work under pressure
- Ability and willingness to accept policy directives