



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE:	Art Technician
HOURS OF WORK:	Part time
SCHOOL:	Senior School 86 Anderson Street, South Yarra
FACULTY/DEPT:	Art
REMUNERATION CLASSIFICATION:	Melbourne Girls Grammar School Enterprise Agreement
REPORTS TO:	Art Program Leader and ultimately the Principal
POSITION OBJECTIVE:	<p>The Art Technician supports the Art Faculty and provide key support for program delivery.</p> <p>The main responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Provide support for members of the Art staff in an administrative and technical capacity. • Provide organisational and technical support for members of the Art staff in the art studios. • Management of studio materials and equipment. • Management of the ICT area of the Art department, including software and network administration. • Demonstrate the ability to be self motivated and pro active whilst carrying out general duties • Demonstrate efficient organisational skills. • Demonstrate a sound knowledge of the practical, theoretical and technical areas of a range of art areas. • Demonstrate knowledge and skills to work in a diverse range of art forms and materials including Adobe Photoshop and Illustrator and the ability to work with new and emerging technologies.



KEY ACCOUNTABILITIES:	KEY TASKS: The following tasks will be performed on a rotating basis.
Art Department ordering of supplies and storeroom management.	<ul style="list-style-type: none"> • Assist in the supply and stock take of materials and equipment in the painting, textiles, ceramics visual communication & design and photography studios. • Organise the distribution of materials throughout the art studio storerooms and resupply regularly. • Maintain records of expenditure across the Art Department and liaise with the Program Leader regarding the budget expenditure across all studio areas. Record all tax invoices and purchase payments including petty cash, cheques and staff reimbursement. • Completion of purchase orders for materials and equipment for the art department including contacting suppliers, receiving quotes, invoicing and unpacking of materials. • Management and ordering of Art Equipment Kits for students across all studio areas of the art department • Management of the department ordering system for all studio areas for both capital and expendable items.
Maintenance of materials and equipment	<ul style="list-style-type: none"> • Supervise and organise repair of equipment in the Art department in the painting, printmaking, ceramics, textiles, graphic design and photography studios. • Organise quotes for repair for all equipment including Photography, ICT, Textiles, Painting and Ceramics. • Carry out regular maintenance checks with the maintenance manager and Program Leader. • Organise maintenance repairs and work for holiday periods and as per annual capital expenditure quotes.
Occupational Health and Safety (OH&S)	<ul style="list-style-type: none"> • Maintain records of OH&S Data Sheets, injury records, Hazardous substance sheets and MSDS sheets. • Liaise with the Program Leader on a continual basis to ensure that all OH&S material and requirements are up to date. Attend OH & S meetings if required. • Carry out regular OH&S checks with the OH&S organiser. • Organise storage and disposal of Hazardous substances. (Eg: Photography chemicals).



	<ul style="list-style-type: none"> • Maintain risk assessment records.
<p>Department administration</p>	<ul style="list-style-type: none"> • Manage the Art department administration area including: <ul style="list-style-type: none"> • The ordering cataloguing and storage of magazines and periodicals. • Liaison with the school library over the cataloguing and storage of art books, videos, DVDs and resources. • Stock take and cataloguing of posters and visual resources. • Maintenance and cataloguing of the art department library and resources in the art department office. • Photocopying, laminating and printing and organisation of general teacher resources at the request of art staff. • Organise timetabling of Life Drawing classes with the painting teacher and the booking of models. • Maintain student account records, supply of equipment and materials. • Attend faculty meetings and take minutes. • Draw up timetables for Art studios and overall Art Department timetable each term. • Maintain visual records of student work for the school magazine. Organise photography and assist with the labelling of student work for the school magazine. • Organise photographing and documentation of student work for marketing purposes and for department records. • Assist the Program Leader in the preparation of the annual budget proposal for the Art Department by providing records and tallies of expenditure over the 12 month period. • Take any phone messages and emails and attend to staff and student requests as the need arises. • Complete all booking forms and organisational materials for art department excursions each semester including internal forms, bookings with galleries, buses and external organisations. • Assist on school excursions providing support for staff when required. • Assist with the ordering and supply art of materials and



	<p>equipment to other areas of the school on a needs basis. Organise invoicing for the relevant department.</p> <ul style="list-style-type: none"> • Assist with the organisation of the Artist in Residence program including preparation of materials and equipment. • Liaise with Staff Services regarding any rooming changes, work for classes in the case of staff absence and general timetable requirements for the Art Department.
Information Technology support	<ul style="list-style-type: none"> • Manage the organisation of the art department files on the school network. • Provide technical support and report any problems to the IT department with computer hardware, accessories such as software, hardware, scanner and printer problems. Maintain regular liaison with the ICT department on behalf of the Art department to check on the progress of requests on the ICT help website. • Assist the website co-ordinator with the supply of material and images for the school website at the request of the Program Leader. • Supervise the organisation of colour printing for the art department both internally and externally. Particularly the printing of digital files for Photography and Visual Communication. Deliver and collect files for printing from external suppliers. • Download, burn and file any resources for the art department onto CD Rom and manage filing and storage of CD & DVD resources in the Art Department.
Photographic studio management	<ul style="list-style-type: none"> • Assist in preparation of chemicals and equipment for photography classes. • Maintain darkroom equipment including regular checks of enlargers, lighting and camera equipment. • Keep registers of supply of Photographic materials to students and regular stock takes of supplies of paper, film, materials and equipment in the darkroom. • Assist when requested with Photographic classes in the preparation of chemicals and specialist photographic printing requirements.
Painting Studio management	<ul style="list-style-type: none"> • Assist in the stock take and supply of painting and printmaking materials and equipment to these areas.



	<ul style="list-style-type: none"> • Maintain the school presses and hotplates for etching. • Assist in the preparation of etching plates, stencils and chemical management including silkscreen cleaning and the cleaning of oil painting equipment. • Assist in the preparation of canvases and boards for painting. • Assist when required by staff in painting, printmaking, silk-screening and etching classes at both Middle School and senior levels. • Clean equipment, store rooms and maintain general painting studios.
Ceramic studio management	<ul style="list-style-type: none"> • Assist in the loading and unloading of kilns with the ceramics teacher. Manage the firing programs and record firing cycles for student work on advice from the ceramics teacher. Maintenance of kiln equipment. • General studio maintenance – Stock take and ordering of supplies, cleaning of equipment and tools, cleaning of kiln rooms and storerooms; clay recycling; maintenance of equipment. • Assist with classes in Sculpture and Ceramics including mixing of materials including cement; work with glass firing, cutting and slumping; preparing glazes and glaze samples. • Stocktake and order hardware supplies and equipment.
Textile Studio Management	<ul style="list-style-type: none"> • Studio maintenance – including maintenance of sewing machines, screen-printing equipment and materials and general textile supplies. • Mix dyes and paints for screen-printing classes and prepare silk-screens. • Assist in textile classes with printmaking processes. • Assist in the stock take, ordering, supply and processes of orders and materials for the textile storeroom.
Visual Communication & Design studio management	<ul style="list-style-type: none"> • Draw up timetables and booking sheets for the VCD room, computers and equipment. • Assist in the annual organisation of files on computer desktops and in student exchange drives. • Perform annual stock take all Visual Communication equipment and materials.



<p>Maintenance and General Duties</p>	<ul style="list-style-type: none"> • Liaise with the maintenance department at the request of staff regarding general maintenance of equipment and rooms. • Provide support to staff and students with individual artwork requirements and liaise with maintenance staff. • Assist with planning of annual maintenance requests in the Annual Art Department budget. • Collect supplies and general materials including external printing, hardware and photographic supplies.
<p>Art Exhibition and student gallery</p>	<ul style="list-style-type: none"> • Assist in the preparation of the annual art exhibition including liaising with external logistical companies and the school and the event planning area of the school. • Liaise with the student art committee and attend regular meetings about the annual art exhibition. • Liaise with the student art committee and Program Leader to organise the House Art Exhibition • Organise hanging materials for artwork for all staff for the annual art exhibition. • Prepare work for the student gallery including framing, labelling and mounting. • Prepare senior student work from Painting, Photography and Visual communication for assessment. • Work with the student Art committee in the selection and display of student work on a term basis. • Liaise with school staff on the framing of work for presentation in public areas of the school such as offices and general corridors. • Maintain a record of the hanging of student work. • Store and file student work over the year for display and the annual art exhibition. • Stock take and maintain supplies of mount board for student work.
<p>Professional Development</p>	<p>To attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.</p>
<p>Other</p>	<p>Any other duties as requested by the Program Leader or the Principal.</p>



CONTACTS:	<p><u>Internally</u></p> <p>Within the school environment the technician will have contact with the members of the Art department, Program Leaders, Director of Students, Facilities Manager, Head of Maintenance, AV Technician, IT department and school administration and business services staff.</p> <p><u>Externally</u></p> <p>The technician will make contact with the following outside the school environment: art suppliers, artists in residence, bus companies, commercial and public galleries, life drawing models, hardware stores, printers, IT companies and photographers.</p>
BOUNDARY CONSTRAINTS:	<p>The duties of the Art Technician do not include:</p> <ul style="list-style-type: none"> • The teaching of Art classes. • Approval, purchase and payment of art materials, resources and equipment without the approval by signature from the Program Leader. • Assist with any additional duties from art department members and other faculties without the approval of the Program Leader.
SKILLS REQUIRED:	<ul style="list-style-type: none"> • The ability to solve problems independently and be self-motivated to act on decisions, for example, organisational and administrative decision making. • Physical ability to maintain equipment such as printing presses, loading of kilns and stacking of equipment storage. • Physical ability and technical knowledge to mount, frame and hang artwork in the student gallery and on display areas around the schools. • Driver's licence to collect supplies and materials. • Knowledge and skills to work in a diverse range of art forms and materials including Adobe Photoshop and Illustrator and the ability to work with new and emerging technologies. • Intermediate MS Office skills, specifically Word, Excel and Outlook. • High level literacy and numeracy skills. • High attention to detail. • Excellent organisational, planning and time-management skills. • Previous experience using Synergetic is highly favourable.



DESIRABLE SKILLS:	Foundation knowledge and skills in Fine Arts with a degree, certificate or equivalent. Specialist skills in Photography, Computer graphic design, ceramics, etching, textiles and painting.
OTHER REQUIREMENTS:	<ul style="list-style-type: none"> • Commitment and ability to work in a team environment. • Excellent communication skills and well developed interpersonal skills. • Time management and the ability to prioritise workloads so that each member of the art department is supported equally. • Victorian (Employee) Working with Children Check
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>Child Safety Statement: Melbourne Girls Grammar</p> <ul style="list-style-type: none"> • has zero tolerance for child abuse • actively works to listen to and empower children • has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures • is committed to promoting physical, emotional and cultural safety for all children • is committed to providing a safe environment for all children

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>