



POSITION DESCRIPTION

TITLE:	Art Technician
AWARD:	Classroom / Curriculum employee as per the Independent Schools (Non-Teaching Staff) Award. Level dependent on qualifications and/or Experience
LOCATION:	Ulverstone
TERMS OF EMPLOYMENT:	Part-time: 36 weeks per year (school terms only) 12 hours per week, as negotiated with Head of Visual Arts upon release of 2025 timetable.
LINE OF RESPONSIBILITY:	Head of Visual Arts - Campus Principal - Ulverstone
TENURE:	1 January 2025 - 31 December 2025

POSITION OBJECTIVE:

The Art Technician prepares for, and cleans up, after lessons, handles, and displays artworks and assists with art processes as detailed below.

DIRECTIONS / SUPERVISION RECEIVED:

Receives direction, guidance, and information feedback from Visual Arts Staff, and Senior Leadership Team.

ESSENTIAL REQUIREMENTS:

Personal Attributes, Skills, Knowledge, and Experience

- Proven commitment to Christian education and faith including active/regular involvement in a church.
- Exceptional interpersonal skills, with the ability to work with all teaching staff and students within the community.
- Shows initiative, ability to prioritise tasks, be flexible with and adhere to timelines.
- Capacity to work collaboratively and positively within a team environment.
- Ability to work in a methodical, organised manner to implement and sustain organisational systems
- Display adaptability, and a high degree of motivation.
- Display an impeccably high level of trust, integrity, and confidentiality.
- Proficiency with Word and Photoshop
- Must hold a current Working with Vulnerable People card.
- Ability to ensure adherence to Work Health & Safety regulations.
- Abide by Staff Code of Conduct policies.

DESIRABLE REQUIREMENTS:

- Understanding of Christian Education.
- Art and Design based training would be highly beneficial.
- Experience working within educational environments.
- Motivation to keep up to date with new techniques in identified specialist areas.
- Have a technical frame of mind and the ability to resolve technical issues.

SPECIFIC AREAS OF RESPONSIBILITIES:

Organisational, Housekeeping and Cleaning Skills

- The ability to label all storage areas as designated by the Art Staff and ensure that equipment is properly maintained and stored in the appropriate place, materials are stored in appropriate containers and replaced after use by class groups.
- Ensuring that the Art rooms are neat and tidy and free from rubbish and student files, artwork and drawing props etc. are all stored in appropriate locations.
- Cleaning clay tools, silkscreens, paintbrushes, painting palettes, water jars etc in an appropriate fashion.
- Providing technical support to staff and pupils for ceramics, sculpture and to assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln. Wire construction and large sculptural mediums and materials mass produced for year groups.
- To provide skilled assistance to academic staff in preparation of teaching aids.

Administration

- Assist with ordering of materials under the guidance of the Head of Visual Arts.
- Check incoming deliveries, to unpack and distribute as necessary.
- Issue materials as required.
- Maintain a suppliers database.
- Review inventories of resources and their Health and Safety requirements.
- Scan/ photograph artwork for the school website and presentation boards for programming and exhibitions.

PRE-AMBLE

Leighland Christian School is committed to providing a safe and effective workplace in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues.

WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
 - (a) Take reasonable care for his/her own health and safety.
 - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the school relating to health and safety.
- Report any potential hazards or perceived risks promptly using the school's online forms.
- Report any incidents involving injury to themselves or others as soon as possible.
- Complete an online Health and Safety Induction.

CHILD SAFE STATEMENT

Leighland Christian School is committed to providing a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's child protection training program. The staff handbook contains copies of the School's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff are required to read.