



GENAZZANO
FCJ COLLEGE

POSITION DESCRIPTION

Title: Art Technician
Reports to: Principal through the Curriculum Leader: Creative Arts
Date: November 2018

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION OBJECTIVES

- To provide administrative and technical support to the Curriculum Leader: Creative Arts
- To provide general support to the Creative Arts Department
- To use initiative and be proactive in supporting the operation of the Department
- To assist in the curating of exhibitions
- To assist with the development and maintenance of the College's art collection
- To provide classroom support ELC – Year 12.

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- Mounting student work
- Displaying work and curating exhibitions
- Photographing work
- Ordering of materials and stock control
- Systems for checking off goods and keeping accounts
- Organising storage rooms
- Firing ceramics
- Coordinating student borrowing of equipment and resources
- Producing labels, posters and headings for displays, information nights and art shows
- Assisting in setting up art shows, open day and information evenings
- Risk Assessment: whether it is a hazardous substance/ how to handle

- MSDS sheets (online and hard copy)
- Apply and renew subscriptions
- Cataloguing and record keeping of the College Art collection.
- To prepare, track and maintain budget documents

GENERAL DUTIES

- To liaise with the Multi Media Technician in the provision of materials promoting the Department
- Where required assist the classroom teacher as a technical aid
- To undertake cataloguing of department and the College's art collection
- To provide general administrative support to the Department and the Curriculum Leader: Creative Arts
- To assist the Department in ensuring they meet all Occupational Health and Safety Requirements (e.g. storage and use of chemicals, safe storage of materials)

ACCOUNTABILITY & EXTENT OF AUTHORITY

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- The Art Technician is accountable to the Principal through the Curriculum Leader: Creative Arts.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Curriculum Leader: Creative Arts.

SKILLS AND EXPERIENCE REQUIRED

- Ability to sew and maintain overlockers
- Ability to use a circular saw for cutting of wood
- Laser cutting
- Ability to use a 3D printer
- Extensive experience and use of Adobe software including photoshop, illustrator and in design
- Multimedia skills including photography and film editing
- Framing skills
- Display skills
- Word processing skills (basic to intermediate)
- Comprehensive knowledge of art materials and chemicals used in the department
- Preparation of clay and kiln operation
- Effective communication and skills in organisation
- Driver's licence (current)

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Catholic Schools Multi-Enterprise Agreement 2013
- The incumbent will require a Working with Children Check and National Police Record Certificate