



# CAMBERWELL

## GRAMMAR SCHOOL

### **POSITION DESCRIPTION**

### **ART TECHNICIAN**

## CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	Art Technician
<b>Reports to:</b>	Head of Art
<b>Department:</b>	Art and Design
<b>Type of position:</b>	Full time
<b>Date prepared:</b>	March 2017

### SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

### CGS VALUES

*Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability*

### POSITION OVERVIEW

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The role of the Art Technician is to provide practical, technical and administrative support within the Art and Design department. This includes the planning, organization and efficient running of the Art Studios and department.

#### Key Responsibilities

- Ensure smooth running of the department by ensuring the provision, preparation and maintenance of materials and equipment
- Support Art and Design staff in a variety of ways to help with the smooth running of the Department
- Collect, deliver, unpack and store art orders across the department
- Manage Studio Art requirements – kiln work, glazing, slab rolling etc
- Mount, frame and display student artwork
- Exhibit CSG Art Collection in selected areas of the School
- Report broken or faulty equipment or furnishings to the Maintenance staff
- Coordinate Art orders, quotes and stocktaking of Art and Design materials
- Assist with student Art exhibitions by hanging artwork, changing displays in display cases and cleaning frames and display cases
- Attend regular OHS meetings
- Liaise with suppliers of Art materials
- Take digital or other photographs as directed by Head of Art and/or Art and Design staff
- Photocopy administration and/or teaching material for department
- Catalogue the CGS Art Collection and keep location catalogue up to date
- Update records when new artwork is acquired by the School
- Assist with the display of student artwork for school Open Days
- Maintain cleanliness of art studios/classrooms
- Photograph student artwork for School publications and other purposes as directed by Head of Art
- Ensure electrical equipment is turned off
- Assisting with external exhibitions in the David Williams Gallery.

#### Other Duties

- Perform various other duties as required by Head of Art

## **KEY RELATIONSHIPS & AUTHORITY**

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### **Internal**

- Headmaster
- Head of Art
- Art and Design teachers
- Maintenance and Cleaning Staff
- Development Staff
- CGS Students

### **External**

- Night class tutors
- Suppliers and vendors

### **Direct Reports**

- N/A

### **Expenditure Authority**

- Authority to incur School expenditure in line with approved authority limits

## **POSITION REQUIREMENTS**

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### **Knowledge & Skills**

- Ability to apply good organization skills
- Ability to manage the ordering, delivery and storage of materials and equipment
- Ability to work cooperatively as a member of a team
- Willingness to work independently and show initiative
- Willingness to provide technical assistance in specific studio access
- Awareness of OHS requirements in maintaining safe work practices
- Office Administration Computer literacy- experience with Microsoft Excel and Office software
- Advance knowledge of Adobe suite products – Illustrator, Photoshop and InDesign
- General knowledge of art history and art processes
- Photographic competency
- Good interpersonal skills

### **Qualifications**

- Has relevant qualifications and/or extensive prior experience in a similar role
- Can demonstrate a high level of understanding of the positions responsibility
- Working with Children Check and Police Check or valid VIT registration

### **Competencies, Behaviours & Attributes**

- Communication and negotiation skills
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate CGS's workplace values

## Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

### Declaration

I, \_\_\_\_\_ (full name) acknowledge that I have read and understand the **ART TECHNICIAN POSITION DESCRIPTION**

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Position Description is approved by:

Manager Name (print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager Name (print): \_\_\_\_\_

HR Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_