



Job Title:	ART TECHNICIAN (part time)
Reports To:	HOLA – The Arts
Direct Reports:	N/A
Section of School:	Secondary
Liaises with:	Secondary students and staff

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Position Summary:	The Art Technician position will be a combination of Technician and Art Teacher Support duties for Years 7 – 12. Experience working in an art facility or school will be highly regarded.
Key Responsibilities and Tasks:	<p>Duties in relation to the position include, but are not limited to:</p> <p>Materials and Equipment</p> <ul style="list-style-type: none"> • Prepare resources and equipment for appropriate lessons and activities in consultation with teachers. • Technical in-class assistance for teacher and students. • Order, source and manage all art room equipment in consultation with teachers. • Load and fire kiln. • Process photocopying. • Manage purchasing of consumables (Secondary) • Quaterly stock takes (Secondary) <p>Maintenance of Department</p> <ul style="list-style-type: none"> • Maintain organisation as required. • Store rooms, cupboards and ceramics area in orderly fashion. • Organise kiln servicing. • Compile reference material class sets as required for teaching requirements. • Complete all Health and Safety legislation to ensure Safety Data Sheets (SDS) are compliant. <p>Exhibition and External Display</p> <ul style="list-style-type: none"> • Assist with exhibition preparation. • Mount and frame student work. • Organise displays and liaise with providers. • Hang and disassemble exhibitions. • Organise student work for collection. • Additional duties as required from time to time • Delievery of artwork to annual external exhibtions • Responsible for the Art works around the School to display the student work that we keep (Framing, name plates, rotating them through the Houses)



	<p>Other</p> <ul style="list-style-type: none"> • Working with and supporting the HoLA manage Consent2Go processes for excursions and incursions. • Attending excursions and incursions as required. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School • Any other duties as required from time to time
<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Undertake and apply Occupational and Health Safety requirements in the workplace • Strive to identify areas and processes for ongoing improvement of productivity and service • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Strive to meet deadlines. • Serve as a good ambassador of the School • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.
<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Previous industry experience in the Visual Arts. • Good design skills in using the Adobe Creative Suite, particularly Photoshop and InDesign • Studio areas: experience working in visual art industry (including, but limited to set construction and mural painting) • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff) • A flexible and positive approach to working with children. • Satisfactory and relevant computer skills. • Excellent communication skills. • Exceptional organisational and time management skills. • Ability to work unsupervised. • Ability to work as an effective and contributing team member • Willingness to positively and actively contribute to the Christian culture of the School. • Willingness to positively and actively contribute to the Christian culture of the School • Be able to role model Christian behaviour in all aspects of the role



I understand and accept the responsibilities as outlined in this Job Description.

Signed:

Date:

This document was approved by the HOC/HOLA June 2025



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	June 2025	June 2027	People & Culture	Reviewed/headings changed	HOC/HOLA
3	Sept 2023	Sept 2025	People & Culture	Reviewed	HOC/HOLA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO