



**Carey**  
Baptist  
College  
Harrisdale

## Position Description Visual Art Technician 0.4 FTE

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values kindness, courage, respect, humility and integrity.

### Overview

The Visual Art Technician will work directly with the Teacher in Charge of Visual Art, to support the daily operations of the teaching-learning programme in the courses of Visual Art: Art and Design and Graphic Design. The Arts learning area is a team environment where all staff are committed to student well-being and the pursuit of academic rigour in the Arts. Carey's vision, mission and values are the reference points for all workplace tasks and initiatives.

### Accountability

The role is responsible to the Supervisor - Teacher in Charge of Visual Art and the Head of Visual and Performing Arts Department.

## Responsibilities

The role of the Visual Art Technician is to provide support and assistance to students and staff in the delivery of the Department's Visual Art academic program from Years 7 to 12.

### 1. Assist teachers in classrooms and workshops

- Organisation of the Art teaching room, art storeroom and kiln area.
- Prepare materials, resources and equipment as required by the subject teacher prior to lessons.
- Provide innovative ways to improve the functions within the art room.
- Assist staff in developing appropriate resources for teaching and learning.
- Administration duties, including (but not limited to) photocopying, documentation and filing.

### 2. Maintenance of materials, equipment and resources

- Check on a routine basis that all materials and equipment are in safe working order.
- Maintain online Chemwatch register and MDS sheets for all stock and research/add any new items purchased.
- Ensure art materials are kept in optimum condition and stored correctly according to WHS standards. Daily monitoring and replenishment of consumable supplies.
- Ensure ipads, Wacom tablets are charged and set up for classroom use as required.
- Assisting with the construction, maintenance and delivery of Artwork and exhibition equipment including (but not limited to) stretchers, frames, mats, silkscreens.

### 3. Undertaking acquisition, storage and replenishment of supplies and equipment

- Assist in administrative duties such as maintaining purchase and invoice records.
- Stocktaking and ordering of materials, resources and equipment.
- Take delivery, checking and storing materials and equipment.
- Developing and maintaining an effective storage system for student artworks.
- Travel in either school or personal vehicle to pick up materials and equipment.
- Maintain the storeroom and storage areas in an orderly state.
- Maintain necessary PPE

### 4. Maintaining clean workshops, storerooms and finishing rooms

- Ensure the Visual Art classroom, storerooms and kiln are compliant with WHS requirements. including correct signage.
- Cleaning and storage of equipment post classes according to WHS standards

### 5. Undertaking tasks related to the promotion of the College and the Arts

#### Department

- Assist with the set-up and dismantling of Visual Art exhibitions and events in conjunction with the Property Team.
- Assist with the Art and Design for Performing Arts productions.
- Attendance at and administrative preparation for Art excursions, and specific Art Exhibitions that occur annually or bi-annually under the guidance of the Teacher in Charge of Visual Art.
- Assist with the maintenance of display cabinets.
- Consider the safety, health and well-being of all staff and students and the community who are present on the school premises or on an excursion or campsite.

## Essential Attributes and Skills

- Ability to work as part of a team and independently
- A service-oriented approach
- Be computer literate and willing to learn school systems.
- Technical skills and understanding in a variety of Arts mediums and processes.

## Selection Criteria

1. An active Christian faith
2. Possess the technical knowledge and expertise/experience relevant to the position
3. A high level of practical and problem-solving skills
4. A high regard for maintaining a safe working environment for both teachers and students
5. A willingness to go the extra mile to achieve excellence

## Other Requirements

- A current Working with Children's Check (or eligible to obtain one)
- A current National Police Clearance
- Covid vaccination certificate

## Remuneration

Remuneration will be in line with the College agreements on an FTE basis.

## Application Requirements

- Complete the Carey Baptist College Non-Teaching Application form
- A written response demonstrating development in each of the **five Selection Criteria** including a statement outlining the applicant's spiritual journey
- A current Pastor's reference
- Full Covid Vaccination compliance

Potential applicants are welcome to contact Mrs Elwyn Morgan (Acting Head of Visual and Performing Arts Department) [emorgan@carey.wa.edu.au](mailto:emorgan@carey.wa.edu.au) for a further understanding and description of the role and process.

## Timeline

- **Applications close 24 January**
- Interviews will occur ASAP thereafter
- Commencement will be negotiated with the successful applicant

Applications addressed to:

**Mr Brenden Gifford - Secondary Principal**

Email [employment@carey.wa.edu.au](mailto:employment@carey.wa.edu.au) as one attachment (where possible).