

JOB DESCRIPTION

Position:	Art Technician
Responsible to:	HOD Art
Functional Relationship:	Arts Co-ordinator Teaching and Support Staff Students Suppliers and service providers

Primary Goal:

To provide effective support for Creative Art teachers by preparing lesson resources/materials and maintaining equipment to provide a safe and orderly working environment. Collaborate with teaching staff and Art Prefects / Student Technicians.

Materials and resources

- Maintain stocks of materials and resources, and ensure they are stored appropriately.
- Maintain supplies of materials and resources for lessons in all art classrooms, with assistance from student monitors/technicians.
- Order supplies as required, receive orders, and put into storage.
- Co-ordinate delivery and storage of bulk orders of art packs (start-of-year and mid-year).
- Assist HOD with purchasing of art books and arrange for them to be covered and catalogued.
- Arrange repairs to books as required.

Tools and Equipment

- Maintain class sets of tools and equipment for lessons in all art classrooms, with assistance from student monitors/technicians.
- Ensure hazardous tools and equipment eg craft knives, are stored appropriately, and track use of them with a sign in/out system.
- Assist HOD with system for monitoring student technicians cleaning of equipment after use.
- Assist HOD with maintenance of specialist equipment, arranging repair or replacement as required.
- Carry out a regular stocktake of equipment to ensure it is safe to use and fit for purpose.

Health and Safety

- Ensure hazardous substances eg meths, turps, varnish, spray adhesive etc, are stored appropriately.
- Monitor use of hazardous substances through a sign in/out system.
- Ensure hazardous waste is disposed of appropriately (in conjunction with science technician).

Administration and other

- Meet with HOD as required.
- Class rewards system – maintain monthly roster and prepare certificates.
- Maintain equipment database and assist with equipment loan system.
- Liaise with Arts Co-ordinator re exhibition of student artwork (in-school and community).
- Art folios – co-ordinate external marking.
- Process books purchased for art library.
- Maintain inventory of the schools' art collection, including condition reporting (for insurance).
- Assist with photography or scanning student work as required.

Hours of Work:

This position is for 15 hours per week (3 hours per day) Monday to Friday, during term time only.

Terms & Conditions of Employment:

This position is covered by the Support Staff in Schools Collective Agreement (CA) and is classified Grade C. Commencing step will depend on qualifications and experience.

General:

The Art Department consists of seven art rooms, solvent room, a studio, darkroom, IT lab and kiln room. The rooms contain a range of specialist equipment and art materials. Protective clothing is provided, and the Technician is based in the Art office and classroom block.

PERSON SPECIFICATION

A driver's licence and vehicle are occasionally necessary for the collection of resources and artworks.

As in many positions in a large secondary school, the ability to be flexible, use initiative and to work in a timely efficient manner are essential. A good working relationship with colleagues is necessary, as is the ability to relate to teenage students.

Core Competencies**1. Participation and Attitude**

- Displays integrity and takes responsibility for own actions
- Respects diversity in the workplace
- Identifies and participates in personal and professional development
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

2. Thinking and Communicating Skills

- Conveys information clearly, logically and accurately (verbal and written)
- Strives to use correct Maori pronunciation
- Actively listens and asks questions if required
- Seeks information, analyses options, considers implications and applies sound judgement to solve problems
- Consults others when necessary and keeps appropriate people informed

3. Managing Self and Relating to Others

- Accepts ownership for finishing work
- Uses time productively
- Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
- Plans and organises tasks on a day-to-day basis
- Actively builds positive and productive working relationships
- Shares knowledge and credit with others
- Accepts constructive criticism and learns from it