



Rangitoto College

JD: Visual Arts Technician (Support Staff)

OVERVIEW

The Visual Arts Technician will support the Visual Arts department at the college by managing and maintaining art resources, coordinating departmental exhibitions, and assisting with administration for trips and events. The role involves managing the materials resource room, ensuring classrooms are well-stocked, and providing support to the HOD and Curriculum Leaders with specialist material orders.

HOURS

- Permanent Part-Time Position
- 20 hours per week (4 hours per week day), term time only

CORE COMPETENCIES

- Manaakitanga: Supportive of staff and students by maintaining a helpful and positive attitude within the department.
 - Organisation: Capability to perform sorting, stocking, and tidying tasks as directed.
 - Resource Handling: Ability to handle and move art materials safely, following established procedures.
 - Communication: Clear verbal communication to check instructions and report on task completion.
 - Technical Skills: Competence with school computer systems.
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BEHAVIOURS

- Materials Stocking and Tidy:
 - Ensure art classrooms are replenished with routine, commonly used materials (e.g., paper, pencils) from bulk stores.
 - Maintain the general tidiness and cleanliness of the art materials resource room and common areas.
 - Assist teachers with distributing and collecting materials for classes on a daily basis.
- Inventory Support (Data Entry):

- Perform counting of stock items and record numbers into a provided spreadsheet or inventory template.
 - Equipment Care (Routine):
 - Follow checklists to ensure digital equipment (e.g., cameras) are returned to the correct, secure location.
 - Monitor and replace paper/toner in shared inkjet printers.
 - Exhibition Setup Support:
 - Assist with moving and placing display boards or completed student artworks as directed by the teacher/HOD for the end-of-year exhibition.
 - Put up promotional posters around the school.
 - Administration:
 - Perform office tasks, such as photocopying, filing, and collating documents.
 - Logistical Support:
 - Assist with the administration for local trips by distributing permission slips or collecting reply forms.
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DELIVERABLES

- Classrooms and the resource room are kept tidy and well-stocked with routine materials according to department checklists.
- All routine administrative and logistical tasks are completed accurately and on time as instructed.

Direct Report: **HOD Visual Arts**
 Deputy Principal Visual Arts
 Principal