

## Casual Visual Art Technician

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

At Huntingtower, we are dedicated to nurturing the creative spirit and fostering a deep appreciation for the arts in our students. We are currently seeking a Visual Art Technician to join our dynamic Visual Arts department.

This casual position offers the opportunity to support the delivery of the Visual Arts curriculum across various year levels. You will work closely with the Head of Visual Arts and teaching staff to ensure the smooth running of the department, contributing to an inspiring learning environment for our students.

### Key responsibilities

- Assist the Head of Visual Arts in meeting Occupational Health and Safety (OHS) standards, particularly in handling and storing hazardous materials.
- Knowledge of specialised equipment such as kilns, laser cutters and 3D printers.
- Prepare canvases, boards and other materials for student use
- Organise and maintain equipment storage and art supplies, ensuring accurate labelling and stock levels.
- Assist in exhibitions and displays, including rotating artwork throughout the School and coordinating exhibition logistics
- Maintain cleanliness and organisation of studio spaces and equipment.
- Order, audit, and oversee the delivery of art materials
- Collaborate with staff and students during art events and provide practical support
- Commitment to Occupational, Health and Safety and maintaining a safe and supportive environment

### What we look for

- Relevant qualifications and/or equivalent experience in an art practice are preferred, with consideration also given to those studying towards such qualifications
- Familiarity with IT equipment and programs; experience with creative tools is an advantage.
- Technical expertise in handling laser cutters, 3D printers, and kilns is preferred
- Knowledge of OHS practices, particularly in hazardous materials and manual handling
- Flexibility and adaptability
- Strong organisational and interpersonal skills
- Strong communication skills to inspire students, engage families and collaborate with the broader community
- Creativity, enthusiasm and a passion for Visual Arts and Design

This is a **casual position**, commencing, Term 1, January 2024. We offer a supportive work environment, continuous professional development opportunities and a chance to contribute to our school's legacy of excellence.

Applicants must have an awareness of the expectations of an Independent School, appropriate Working With Children's Check and a commitment to working in an environment where Christian spiritual values underpin true education. An awareness of 'Teaching for Understanding' and other educational approaches would be an advantage.

A position description is detailed below.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application by **Friday, 27 November 2024** together with the names, addresses and telephone numbers of three referees to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au).

**We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible.**

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

# Position Description

## Visual Art and Design Studio Technician - Casual

### Nature of Role

The Visual Art and Design Technician's main responsibility is to provide support to the Head teachers in the Visual Arts Department in order to ensure the efficient running of the School's Art department day-to-day program of varied activities and timetabled lessons. The multifaceted role includes tasks such as the preparation of canvases and boards for painting, framing of student artwork, ordering and collection of art materials, organisation of equipment storage and art supplies, maintaining and ensuring the functionality of departmental equipment and curating displays of student artwork throughout the School. Additionally the role involves coordinating exhibitions and managing corridor display spaces to showcase creative works.

### Main Responsibilities and Duties

The Visual Art and Design Studio Technician is responsible for:

- Support Head of Visual Arts in OHS responsibility by keeping abreast of and ensuring compliance with OHS standards and codes of practice relating to departmental resources, in particular the storage, handling and recording of hazardous materials. This includes keeping all Visual Art and Design staff and students aware of their responsibilities and monitoring compliance
- Assist staff and students with downloading and printing of images
- Under teacher instruction assist in art folio consultation with students, consult with staff and students in own areas of expertise and assist as required through prior arrangement with Head of Visual Arts
- Support Visual Art and Design staff and students during exhibitions and Art events
- Assisting with practical help in the lead up to exhibitions and displays especially with storage of student work
- Display and rotate the exhibition of Artwork around the School
- Maintenance and upkeep of studio spaces and delegated equipment across the department
- Ordering of Art Materials, helping with the delivery and auditing of materials
- Maintain Visual Art and Design Department resources at appropriate levels in an organised and easily accessible manner ensuring all stocks correctly labelled
- Make a positive contribution to the Department, i.e. attending meetings and undertaking other mutual tasks (within reason) as delegated by the Head of Visual Arts

### Position Requirements

- Relevant qualifications and/or equivalent experience in an appropriate specialist art practice are preferred, with consideration also given to those studying towards such qualifications
- Familiarity in using IT equipment and programs
- Experience in using laser cutters, 3D printers and kilns is preferred
- High level of organisational and time management skills with willingness to respond to ad hoc requests from Visual Art and Design staff
- Knowledge of OHS safe practices in relation to hazardous materials and safe manual handling
- Creativity, self-motivation and enthusiasm for Visual Art and Design
- Ability to work independently or as part of a team
- Experience in working within a School environment
- A current Working with Children Check is an essential requirement of this role
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture

### Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience

- The post holder is required to be flexible in developing their role in agreement with the Principal.

### Key Relationships

Reporting to:

- Head of Visual Arts
- Director of Business Operations

### Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour, and participating in relevant training to ensure a safe environment.
- Being familiar with emergency procedures and being ready to implement them if necessary

### Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*