

# ART TECHNICIAN

## Junior School &/or Senior School

### JOB DESCRIPTION

The Art Technician prepares for lessons, cleans up after lessons, handles and displays artworks and assists with art processes as detailed below.

**Reports to:** Head of Junior School &/or Head of Visual Arts

#### Main duties:

##### Organisational, housekeeping and cleaning

- Art Library. Textbooks and slides in the Department need to be checked in and kept in order.
- Sourcing, ordering, unpacking, labeling and storing materials and equipment in appropriate containers in storage areas to facilitate classroom use
- Preparing and distributing materials and equipment for use by students
- Managing and storing student work (both 2D and 3D) appropriately, during and after completion
- Maintaining and cleaning tools and equipment (brushes, palettes, water containers, clay tools, printmaking equipment etc) appropriately

##### Metalwork

- The ability to cut, prepare, solder, braze and weld metal to produce sculptural armatures.
- The ability to use arc and MIG welders and oxy-acetylene equipment (not essential for Junior School component)

##### Woodwork

- Basic joinery skills and the ability to use woodworking equipment such as bandsaw, radial arm saw, plane etc to produce painting stretchers, frames and silkscreen frames

##### Ceramics

- The ability to recycle clay and use the pugmill, mix and test glazes and prepare, stack and fire a gas and electric kiln
- The ability to develop firing schedules for both clay and glass; the ability to program the 'Harco' Controller

##### Resources and prototypes

- Making classroom resources
- Testing materials, developing techniques and processes for classroom use
- Making prototypes as examples for classroom demonstration

##### Art presentation skills

- The ability to assist in the maintenance of the display of student work around the School, to cut mounts or select appropriate existing mounts, and correctly frame student work. Set up exhibitions

### **Information and learning technology**

- Download images from digital cameras and maintain equipment
- Information Technology/Computer skills required for scanning artwork for the School website and prepare digital images for classroom use. Update the Scotch Art Collection manifest
- Demonstrate the ability to use graphics software packages such as Photoshop and In Design

### **Health and safety**

- Be aware of and assist in the management of hazardous substances and equipment

### **General Qualities Required:**

- Be a self starter who has the ability to manage their time independently
- Be able to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice
- Be methodical and organised and be able to implement and sustain organisational systems
- Be able to develop a suitable working relationship with staff and students
- Having an interest in art and art education

### **General Conditions:**

- General conditions as per the Educational Services (Schools) General Staff Award 2010 and the Scotch College Administrative and Technical Officers' Additional Conditions 2014
- Four weeks' annual leave per annum (pro rata)
- Working with Children and DET Police clearances are required
- Scotch is a smoke free environment