

Art Technician - Senior School

SCOTCH
COLLEGE



JOB DESCRIPTION

Reports to: Curriculum Leader, The Arts

Department: Creative Arts, Senior School

A&TO Level: 3

Position Summary

The Senior School Art Technician supports the department by preparing for lessons, providing support for students within the classes Year 9-12, cleans up after lessons, handles and displays artworks and assists with art processes, orders art equipment and the collection art materials.

Essential Criteria

Core competencies (knowledge, skills, and experience)

Technical

- Thorough knowledge of art processes and materials
- Confident in the use of IT required for scanning artwork, prepare digital images for classroom use
- Demonstrated ability to use graphics software packages such as Photoshop and In Design
- Ability to recycle clay and use the pugmill, mix and test glazes and prepare, stack and fire an electric kiln
- Ability to use a matt cutter for framing artworks
- Experience in presentation and preparation of Art exhibitions and display of student work around the college, to cut mounts or select appropriate existing mounts, and correctly frame student work
- Ability to prepare classroom resources, test materials and develop techniques and processes for classroom use
- Ability to identify areas of need and provide support for students and staff
- Have a strong interest in art and art education

Human relations

- Ability to work collaboratively and communicate effectively within a team
- Excellent communication skills and the ability Support the communication of broader creative opportunities
- Ability to develop a positive working relationship with staff and students
- Ability to be flexible and adapt to the needs within the classroom
- Ability to prioritise tasks and activities

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable Criteria

Education and training

- Visual Art qualifications Year 12 or above
- Education Assistant qualification/ experience
- Experience with students with special educational needs

Core Responsibilities and Tasks

Preparation and Maintenance of Materials

- Source and collect resources from other areas in and outside college
- Load and unload kiln
- Recycle materials and support sustainability
- Support the management of the visual art budget and oversee the purchasing of materials and resources, utilising the College's purchase order system
- Prepare and distribute materials and equipment for use by students
- Manage and store student work (both 2D and 3D) appropriately, during and after completion
- Maintain and clean tools and equipment (brushes, palettes, water containers, clay tools, printmaking equipment etc) appropriately
- Source, order, unpack, label, store and maintain materials and equipment in appropriate containers in storage areas to facilitate classroom use
- Ensure Health and Safety practices are maintained in the visual art department

Classroom Assistance

- Under the direction of the classroom teacher provide support to students
- Show a practical demonstration to small groups where necessary
- Be flexible and proactive within the classroom environment
- Watch demonstrations to have the skills to assist students
- Encourage students to build confidence and enable them to work independently

Exhibitions and Community Support

- Frame artworks and use a matt cutter to create frames
- Document students works
- Assist with the entering art competitions through email and other correspondence
- Label artworks
- Manage Scotch College Art Collection
- Present work in classroom and throughout college
- Collect or deliver artworks
- Help promote the Visual Arts to the broader community
- Seek creative opportunities to be involved Arts events
- Photograph work for reference

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 29/01/2026