

## POSITION DESCRIPTION

### The Arts and Technology Technician

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<b>POSITION</b>	The Arts and Technology Technician
<b>RESPONSIBLE TO</b>	Head of The Arts and Technology
<b>CLASSIFICATION</b>	Education Support Officer – Category C
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Head of The Arts and Technology
<b>ISSUE: 04</b>	<b>DATE:</b> October 2023

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

The Visual Arts and Technology Technician provides administrative support and assistance to College staff and students in the Visual Arts and Technology Faculty and in the co-curricular Program. The Visual Arts and Technology Technician will be required to assist with occasional after hours events such as the annual College Art and Design exhibition. Time in lieu will be offered in compensation for afterhours events.

The Visual Arts and Technology Technician will be required to work one week during each mid-term break and may be invited to attend an overnight Camp.

#### 1. Duties and Responsibilities

- 1.1. Support College events and social justice programs such as Arts and Technology Week and Reconciliation Week.
  - 1.2. Assist with ordering, storage, repair and stock take of materials in the Visual Arts and Technology area
  - 1.3. Check, stock and maintain printers in the Visual Arts and Technology area on a daily basis
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- 1.4. Check sewing machines and overlockers in the textiles area on a regular basis
- 1.5. Under the direction of the Textiles staff and the Head of Visual Arts and Technology, oversee the 'servicing' and maintenance of equipment such as sewing machines and overlockers
- 1.6. Photograph students' work for inclusion in displays, digital presentations and College publications
- 1.7. Provide support and assistance with Life Drawing classes
- 1.8. Assist with the planning and setting up of displays and exhibitions of student work in the Visual Arts and Technology area including The Arts and Technology week and Exhibition, as part of the co-curricular program
- 1.9. Assist with the planning and setting up of other College displays such as archival displays or displays/presentations for Open mornings or the College Open Day
- 1.10. Support staff and students in maintaining a clean, safe and organised Visual Arts and Technology learning area
- 1.11. Support the development and maintenance of a best practice Occupational Health and Safety culture within the College
- 1.12. Provide administrative support for the Visual Arts and Technology Faculty
- 1.13. Provide assistance in Visual Arts, Design and Technology classes, across all year levels as requested by the Head of Visual Arts and Technology
- 1.14. Assist at and attend Visual Arts and Technology incursions and excursions
- 1.15. Work with the Visual Arts and Technology staff to promote the Arts, Design and Technology within the College and the broader community
- 1.16. Support College events and social justice programs such as Art for Justice and Reconciliation Week
- 1.17. Attend Camps and College events as negotiated with the Head of Visual Arts and Technology or the Principal

## **2. General accountabilities for all Staff**

- 2.1. Demonstrate duty of care to students in relation to their wellbeing
  - 2.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
  - 2.3. Adhere to the College's professional dress code for staff
  - 2.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
  - 2.5. Demonstrate professional and collegial relationships with colleagues
  - 2.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
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- 2.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 2.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 2.9. Be familiar with and comply with all College policies and procedures

### 3. Key Selection Criteria

- 3.1. An interest and skills in Art and Design (Completed a Year 12 Visual Arts subject)
- 3.2. Good Interpersonal skills
- 3.3. Good written and verbal communication skills
- 3.4. Enthusiasm, motivation, initiative and organisation
- 3.5. The ability to work independently and as part of a team
- 3.6. Professional presentation
- 3.7. Proficiency in using a standard sewing machine or a willingness to learn how to use one
- 3.8. Proficiency in the use of the Microsoft Office Suite
- 3.9. Adobe suite (Photoshop/Illustrator) skills would be an advantage
- 3.10. Proficiency in using a DSLR Camera
- 3.11. Proficiency and capability in practical construction tasks and ability to use hammers, drills, saw etc in order to assist with art making and exhibition set up