POSITION DESCRIPTION

St Hilda's
ANGLICAN SCHOOL FOR GIRLS

Role	Art, Design & Media Technician
Team	Art & Design Department
Reports to	Head of Art & Design
Employment Type	Part-Time, Term Time

The Role

The Art, Design and Media Technician provides specialist technical, practical and organisational support for the delivery of Visual Arts, Photography, Media Arts, Design and Ceramics programs.

The role supports contemporary creative learning through the preparation and maintenance of specialist facilities, equipment, materials and digital technologies. The technician works collaboratively with teaching staff to ensure safe, efficient and innovative learning environments that foster creativity, experimentation and high-quality student outcomes.

Recognising the increasingly interdisciplinary nature of creative practice, the technician contributes across multiple disciplines while providing expertise in designated specialist areas according to qualifications, experience and departmental needs.

The role operates within a busy school environment and requires the ability to work positively and professionally with young people, teachers, support staff, parents and external providers.

Skills and Attributes

- Demonstrate initiative, adaptability and problem-solving skills.
- Maintain awareness of developments in creative practice, materials and technologies.
- Participate in relevant professional learning and training.
- Contribute to continuous improvement within the department.
- Comply with child safety, safeguarding and professional conduct requirements.
- Develop positive and professional relationships with students, staff and members of the wider school community and work collaboratively with teaching and support staff.
- Communicate effectively and respond flexibly to technical requirements, operational priorities and the demands of a dynamic educational environment.
- Encourage safe, responsible and respectful use of materials, equipment and facilities by students.
- The technician provides technical and operational support for curriculum delivery.

Essential

- Demonstrated technical expertise and practical experience in one or more creative disciplines including Visual Arts, Photography, Media Arts, Design, Ceramics or related fields
- Broad understanding of contemporary materials, construction methods, fabrication processes, tools and creative technologies.
- Ability to safely operate, maintain and organise specialist equipment, including hand tools, power tools, ceramic kilns, and digital technologies.
- Proven computer literacy, including proficiency with Windows, Microsoft 365 and industry-standard creative software.

Desirable

- Demonstrated technical expertise and practical experience in one or more creative disciplines including Visual Arts, Photography, Media Arts, Design, Ceramics or related fields
- Broad understanding of contemporary materials, construction methods, fabrication processes, tools and creative technologies.
- Ability to safely operate, maintain and organise specialist equipment, including hand tools, power tools, ceramic kilns, and digital technologies.
- Proven computer literacy, including proficiency with Windows, Microsoft 365 and industry-standard creative software.

KEY RESPONSIBILITIES

Curriculum and Technical Support

- Prepare materials, tools, equipment and digital resources for practical learning activities.
- Provide technical support for curriculum delivery across Visual Arts, Photography, Media Arts, Design and Ceramics.
- Assist teachers and students with specialist processes, equipment and technologies.
- Research, trial and recommend materials, techniques and emerging technologies that enhance creative learning.
- Support interdisciplinary projects involving traditional, digital and material-based creative practices.
- Assist with the documentation, presentation and exhibition of student work.

Specialist Technical Support

Support and maintain resources and equipment associated with:

- Drawing, painting, printmaking, sculpture and mixed-media practices.
- Photography, studio lighting, digital imaging and image presentation.
- Video, audio and multimedia production.
- Design processes, model making, prototyping and fabrication.
- Construction, woodworking and three-dimensional project development.
- Ceramics materials, kilns and glazing processes.
- Sewing equipment and fabric-based processes.
- Digital fabrication technologies, including CAD, 2D and 3D printing, and laser cutting where applicable.
- Computer systems, audiovisual equipment and creative production technologies.

Digital Technologies

- Effective use of Windows-based computer systems and associated peripherals.
- Familiarity Microsoft 365, Adobe Creative Cloud and other creative production platforms used within the department.
- Assist with digital asset management, equipment inventories and the implementation of emerging technologies.
- Explore creative apps for their potential in teaching and learning programs.

Work Health & Safety

- Promote safe working and learning environments in accordance with School policies and relevant legislation.
- Assist with risk assessments, safe operating procedures and hazard management.
- Maintain Safety Data Sheets (SDS), chemical registers and safety records.
- Monitor the safe condition and operation of tools, machinery, equipment and specialist facilities.
- Ensure safe storage, handling and disposal of materials and hazardous substances.
- Support the use and maintenance of appropriate personal protective equipment (PPE).
- Report hazards, incidents and maintenance concerns promptly.
- Maintain relevant training and competencies for specialist equipment and processes.

Resource and Facilities Management

- Manage inventories of equipment, materials and departmental assets.
- Coordinate purchasing, stock control and replenishment of consumables.
- Prepare facilities and resources for classes, assessments, exhibitions and special projects.
- Prepare and maintain safe, organised and functional studios, workshops, media spaces, specialist learning environments and storage areas.
- Clean, maintain, store and replenish materials, tools, equipment and resources, coordinating servicing and repairs where required.
- Liaise with Facilities and other School departments regarding health and safety requirements, maintenance, repairs, and the ongoing upkeep of specialist learning environments, equipment and infrastructure.
- Support the ongoing improvement of facilities, systems and workflows.
- Promote sustainable resource use through recycling, reuse and responsible disposal practices.
- Liaise with the School's Information Technology Department regarding technical equipment, software and digital systems where required.

Exhibitions, Events and Special Projects

- Provide technical and practical support for exhibitions, displays and departmental events.
- Prepare, mount, label, document and present student work for exhibitions, competitions and external showcases.
- Assist with installation, presentation and storage of artworks, media productions and design projects.
- Support display systems, lighting, audiovisual equipment and presentation technologies.
- Assist with documenting and celebrating student achievement.
- Contribute to workshops, visiting artist programs and special projects.

Team Responsibilities

- The Art and Design Department operates through a collaborative technician team.
- Each technician contributes to the overall operation of the department and may assume primary responsibility for designated specialist areas based on qualifications, expertise and departmental requirements.
- While technicians may hold lead responsibility for particular disciplines or facilities, all team members are expected to work collaboratively and support shared departmental priorities, exhibitions, events and curriculum initiatives.

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment