

<b>Position Title</b>	Art Technician
<b>Reports To</b>	College Principal through the Co-ordinator of Visual Art.
<b>Prime Purpose</b>	<p>The Art Technician will work in partnership with the teaching staff in providing effective learning outcomes for the students of Ambrose Treacy College.</p> <p>The Art Technician is responsible for managing the efficient operation of the Art facilities in the preparation of practical activities, demonstrations, student support and the general organisation of the Art Department.</p>
<b>Core Requirements</b>	<ol style="list-style-type: none"> <li>1. Appropriate tertiary qualifications relevant to the position.</li> <li>2. Extensive experience in the Visual Arts field is highly desirable.</li> <li>3. Support the values and ethos of the College as a Catholic school in the Edmund Rice tradition.</li> </ol>
<b>General Duties:</b>	<p>Under the direction of the Coordinator of Visual Arts:</p> <ol style="list-style-type: none"> <li>1. Ensure the timely preparation of equipment and materials for classes.</li> <li>2. Manage and maintain an efficient and orderly system for storage and allocation of materials and equipment.</li> <li>3. Ensure art rooms, preparation, storage areas and equipment are clean and orderly at all times.</li> <li>4. Advise teaching staff on technical components of curriculum including assisting with demonstrations and activities as required.</li> <li>5. Work co-operatively to acquire materials and resources required to meet curriculum needs.</li> <li>6. Prepare and maintain relevant documentation and monitor practices across the College in accordance with OHS and other legislative compliance.</li> <li>7. Work with art teachers to support students with their practical work.</li> <li>8. Dispose of waste in a safe and appropriate manner.</li> <li>9. Assist teaching staff in the preparation and conducting of field trips and excursions.</li> <li>10. Maintain and update teaching aids, wall charts, displays and notice boards in the art rooms.</li> <li>11. Curatorial duties will include mounting, framing and naming student work along with filing and storing artworks.</li> <li>12. Liaise with Jazz by the River committee to facilitate the compilation, naming, framing, hanging of artworks for whole of school display for the week leading up to event.</li> <li>13. Liaise with external organisations in the preparation of temporary exhibitions of student work eg: Brookfield Show.</li> <li>14. Ensure the ongoing circulation of student work in the Middle and Senior Receptions.</li> <li>15. Undertake other duties as allocated by the Principal.</li> <li>16. Applicant must hold (or have the ability to attain) a current Blue Card.</li> </ol>



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*Ambrose Treacy*

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<p><b>Equipment</b></p>	<ol style="list-style-type: none"> <li>1. Carry out/organise maintenance of equipment (kiln/printing press/pottery wheels etc).</li> <li>2. Arrange any necessary repairs of equipment.</li> <li>3. Ensure orders are placed in a timely manner in accordance with the curriculum covered. Once received, follow College Accounting procedures to facilitate correct payment.</li> <li>4. Liaise with suppliers to ensure swift and accurate delivery of supplies.</li> <li>5. Continue to source stock suitable to the needs of the curriculum and best suited to budgetary constraints.</li> </ol>
<p><b>Selection Criteria</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrated capacity to provide high level support to teachers and students and prepare materials Art department.</li> <li>2. Significant practical experience within the Visual Arts field.</li> <li>3. Highly developed interpersonal and communication skills to build positive relationships working in a team environment.</li> <li>4. Exceptional planning and problem solving skills in conjunction with acute attention to detail.</li> <li>5. Demonstrated commitment to ongoing professional learning and to take on emerging duties as the College develops.</li> </ol>



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