Position Description

Position: Art Technician

Position Allocation: 0.4FTE (2 days per week)

Reports to: Business Manager

Date Commencing: 2017

Primary Focus: The position of Art/AV Technician is responsible for support and maintenance of the art, theatre, sound and video facilities at Cornish College.

Background

Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland in Bangholme next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, the College offers programs from ELC to Year 12. Enrolments are growing at Cornish College with 700 students from ELC to Year 12. The ELC program which is based upon the Reggio Emilia approach and the International Baccalaureate Primary Years Programme runs from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary sections of the College.

The College is committed to the safety and wellbeing of all children and all staff are expected to observe the College Code of Conduct.

We take an holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

The Position

This 0.4 FTE position is on a contract basis with the possibility of ongoing employment. This person will work closely with members of the science teaching department.

As a member of the College staff the Art Technician is committed to the aims and philosophy of the College and reports to the Deputy Principal.

The technician’s role is an important one in that the person must display initiative and contribute to the smooth running of the Department in its many facets. As our main role is the education of arts students, the role of the technician is to facilitate the smooth running of lessons ensuring the proper preparation of materials and equipment as a priority. The technician is responsible for the general overseeing of the requirements of the Faculty including the general appearance of the art rooms and visual displays throughout the College.

The responsibilities of this position include, but are not limited, to the following:

The Position

- Assisting staff in student requirements with areas of inquiry
- Ordering materials as requested by teaching staff
- Unpacking and recording (account keeping) of delivered goods, checking against delivery invoices
- Coordinating the firing of ceramic works and the operations of kiln and surrounding storage
- Stocktaking of art consumables
- Assisting in the maintaining of store rooms
- Mounting and framing student art works
- Preparing student works for exhibition
- Assisting in the planning of art exhibitions
- Mounting student exhibitions
- Maintaining the system of labelling and storage of completed student art work
- Assisting with photographic documentation of student work and exhibitions
- Maintaining a borrowing and return system of materials and equipment from art rooms
- Maintaining laundering of cleaning materials and smocks
- Other tasks as required to support art staff
The person

The successful candidate will also ideally demonstrate the following attributes:

- Proactive in their work ethic
- A dynamic team member
- Initiative and exceptional organisational skills
- Proactive and enthusiastic
- Will be enthusiastic and enjoy working with students and teachers in a school setting
- Good knowledge of safety
- Confident and competent in using computers.

All applicants to the College should note:

- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- All staff are expected to observe the College Code of Conduct and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- The College is committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Qualifications and Experience

- Experience working in a similar environment
- Current Working with Children’s Check for Employment purposes
- Current Police Check
- Relevant industry certification

Applications

Applications should include:

- A brief cover letter
- A current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicant’s professional work (or training) during the last five years
- Supporting documents that address the above criteria

Emailed applications need to be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of Working with Children’s Check and transcripts of qualifications claimed and obtain a Victoria Police Check.

Applications should be submitted by 5.00pm, Monday 27 February 2017.

Mrs Willeka Cox
Human Resources Manager
Cornish College
Email: employment@cornishcollege.vic.edu.au