



## Kerikeri High School

### JOB DESCRIPTION Art Technician

**Responsible to:** Leader of Learning Art

**Functional Relationships with:** All Staff and Students

**Primary Purpose of Role:** To provide support to Visual Arts staff and students supporting personalised learning experiences that enable students to reach their full creative potential.

**Core Competencies:**

- Confidentiality
- Supports and models the school's values at all times
- Supports the school's policies and procedures
- Ability to independently work on agreed goals
- Consults/seek assistance when necessary
- Effective communicator
- Highly organised with strong attention to detail
- A can-do attitude with a demonstrated ability to show initiative
- Physically capable of lifting heavy boxes of stock and running printing press.

Key Tasks / Responsibilities	Expected results
Stock ordering and organisation	<ul style="list-style-type: none"><li>• All materials for projects are ready for student / teacher use</li><li>• Ordering of art equipment and resources as needed</li><li>• The arrival of all orders is carefully monitored and compared to orders placed</li><li>• Maintaining an efficient system of storing equipment and stock</li><li>• Maintaining clean, safe, and well-prepared workspaces and resources</li></ul>
Technology	<ul style="list-style-type: none"><li>• Running of the printing press for Junior Classes</li><li>• Running of the photographic printer for Senior Classes</li><li>• Photocopying and scanning of artwork where required</li><li>• Accurate data entry where required</li><li>• Support set-up for studio-based lessons where needed</li></ul>
Art Exhibitions, Displays and Competitions	<ul style="list-style-type: none"><li>• Assist with the collection, labelling, movement and display of student artwork for exhibition</li><li>• Assist with entries for external art competitions</li><li>• Assist with setup and pack-down of art exhibitions</li><li>• Updating art displays throughout the school</li><li>• Assist with returning exhibited/ assessment work to students</li></ul>
Other	<ul style="list-style-type: none"><li>• All other as required</li></ul>

**This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Employment Agreement referenced in the Offer of Appointment Letter.**

Employee Name : \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_