Design, Art and Technology Technician

Applications are invited for the position of DAT technician. The Technician will join an enthusiastic and talented team of teachers working across Visual Arts, Media, Visual Design and Communication, Product Design and Food Technology.

There are specialist support staff for Food Technology so the work of the DAT Technician is particularly focused on the other areas in the Domain.

The College has a strong history and commitment to Design, Art and Technology and we are now looking for a technician who will work alongside teaching staff to enhance student learning and promote these areas in the College.

KEY SELECTION CRITERIA

- Willingness to support the vision and values of the Catholic school
- Demonstrated knowledge and enthusiasm for Visual Arts, Design and Technology
- Demonstrated ability to be flexible, well organised and work independently
- Experience in digital applications (creative design software and Web 2.0)
- Experience in working with students and willingness to participate in classroom activities as required
- High level interpersonal skills and capacity to communicate effectively with other staff

The Design, Art and Technology (DAT) Technician is appointed by the Principal and is accountable to the Domain Leaders - Design, Art and Technology and in their absence, the Business Manager.

The DAT Technician works with teaching staff in the management of the Domain preparation of specialist classroom materials and related activities. She/he is also responsible for the care and maintenance of equipment and the work areas.

The DAT Technician takes on a role based on a model of Christian service. She/he is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of Compassion, Justice, Courage and Joy.

KEY RESPONSIBILITY AREAS

1 Management of Resources

- Manage the Domain and classroom equipment and resources including
  - Ensure the equipment is well maintained and appropriately serviced
  - Ensure that classrooms are well maintained
  - Stocktake regularly to ensure that adequate levels of materials are maintained and accessible to staff
  - Prepare specialist materials for classes as required
- Liaise with the Domain leaders regarding the ordering and distribution of resource
- Support staff in the effective running of all classrooms, with an emphasis on Occupational Health and Safety (including keeping Domain Occupational Health records – MSDS)
2 Program Support
- Arrange and maintain ongoing displays and exhibitions of art work within the Domain, online and in the School gallery spaces
- Oversee the organisation of key exhibitions, including set up, catering and promotion
- Maintain a digital collection of DAT work for promotional purposes and as a record of exhibitions
- Assist with the organisation of incursions, excursions and competitions

3 Administrative Support
- Attend Domain meetings and functions/events as required
- Maintain accounts books and invoices and assist with the preparation of accounts for payment each month (reconciling goods received with invoices, checking back orders etc.)
- Provide general administrative support to the Domain Leaders

4 Professional Practice
- Attend professional development sessions in order to maintain skills required to fulfil the role
- Attend training programs and whole staff meetings, as required
- Participate in annual performance reviews.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

Reports to Domain Leaders, Business Manager
Internal liaisons Students and Staff
External liaisons Suppliers, other schools

CONDITIONS

All staff are employed under the Victorian Catholic Education Multi Employer Agreement 2013. This is classified as an Education Support Role and is a Level 2 Category A position.

Conditions Part time ongoing position time fraction 0.8, usually 8.00-4.00 four days a week

Leave 4 weeks annual leave