



## **JOB DESCRIPTION CREATIVE ARTS TECHNICIAN (PART TIME)**

Providing essential classroom support in the Creative Arts Department, an appreciation for the arts is needed.

### **The post-holder needs to:**

- Enjoy and be skilled at developing, running and managing practical and organisational systems within the department.
- Be organised with an eye for detail and have a good appreciation of educational needs.
- Be able to use their initiative and take responsibility for their area of work.
- Be a team player.
- Above all, be flexible and be happy to roll up their sleeves.

### **Reporting to the Head of Creative Arts, the Art Technician will -**

- Prepare classrooms for practical lessons and clear down afterwards.
- In conjunction with the Department Administrator, organise and maintain art supplies.
- Mount and arrange displays of work as required.
- Help with exhibitions.
- Liaise with staff, parents and pupils. Organise storage and return of work.
- Be the departmental focal point for health and safety regulations and risk assessments.

### **In addition to the duties set out above, the post holder is expected to:**

- Become an integral member of each area of creative arts; art, photography and textiles.
- Contribute to the efficient and smooth-running of the department.
- Assist on special events such as Open Days (1 per term) which take place on Saturdays and Art Exhibitions which may take place in the evening (currently only 1 evening each year).
- Be prepared to work on a broad range of tasks and lend their assistance to other colleagues if the need arises.
- Enjoy using their initiative and be happy to play a full part as a member of a lively and busy team.