



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE:	Art and Technologies Technician
HOURS OF WORK:	Fulltime, 8.00am – 4.00pm
SCHOOL:	Merton Hall Campus, 86 Anderson Street, South Yarra
FACULTY/DEPT:	Art and Technologies
REMUNERATION CLASSIFICATION:	Melbourne Girls Grammar School Enterprise Agreement 2026
REPORTS TO:	Head of Art, Head of Technologies, and ultimately the Principal.
POSITION OBJECTIVE:	<p>The Art component of this role supports the Art Faculty and provides key support for program delivery. The main responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Provide support for members of the Art staff in an administrative and technical capacity. • Provide organisational and technical support for members of the Art staff in the art studios. • Management and maintenance of studio materials and equipment. • Management of the ICT area of the Art department, including software and network administration. <p>The Technologies component of this role will involve working closely with the Head of Department as specialised technician supporting the various program deliveries. The main responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> • Preparing student textile kits and ordering materials where required. • Assisting students with the use of sewing machines and overlockers, including support when there is a technical issue. • Provide specialised technical support across Visual Arts, Product Design, Media, Photography, Visual Communication Design (VCD), Ceramics and Digital Technologies.

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	<ul style="list-style-type: none"> • Operation, maintenance and support of specialist equipment and software used in the studios, including 3D printers, large-format printers, photographic equipment, projection systems, heat presses, textile production equipment, digital fabrication technologies and industry-standard design software. • Support and development, production and presentation of creative projects, exhibitions, events and visual displays.
KEY ACCOUNTABILITIES:	KEY TASKS:
ART DEPARTMENT ORDERING OF SUPPLIES AND STOREROOM MANAGEMENT.	<ul style="list-style-type: none"> • Assist in the supply and stock take of materials and equipment in the painting, textiles, ceramics visual communication & design and photography studios. • Organise the distribution of materials throughout the art studio storerooms and resupply regularly. • Maintain records of expenditure across the Art Department and liaise with the Program Leader regarding the budget expenditure across all studio areas. Record all tax invoices and purchase payments including petty cash, cheques and staff reimbursement. • Completion of purchase orders for materials and equipment for the art department including contacting suppliers, receiving quotes, invoicing and unpacking of materials. • Management and ordering of Art Equipment Kits for students across all studio areas of the art department. • Management of the department ordering system for all studio areas for both capital and expendable items.
MAINTENANCE OF MATERIALS AND EQUIPMENT	<ul style="list-style-type: none"> • Maintenance, co-ordination and repair of equipment in the Art department in the painting, printmaking, ceramics, textiles, graphic design and photography studios. • Organise quotes for repair for all equipment including Photography, ICT, Textiles, Painting and Ceramics. • Carry out regular maintenance checks of photography chemicals, darkroom equipment and specialist studio equipment with the maintenance manager and Program Leader. • Organise maintenance repairs and work for holiday periods and as per annual capital expenditure quotes.
OCCUPATIONAL HEALTH AND SAFETY (OH&S)	<ul style="list-style-type: none"> • Maintain records of OH&S Data Sheets, injury records, Hazardous substance sheets and MSDS sheets. • Liaise with the Program Leader on a continual basis to ensure that all OH&S material and requirements are up to date. Attend OH & S meetings if required. • Carry out regular OH&S checks with the OH&S organiser.

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	<ul style="list-style-type: none"> • Organise storage and disposal of Hazardous substances. (Eg: Photography chemicals. • Maintain risk assessment records.
<p>DEPARTMENT ADMINISTRATION</p>	<ul style="list-style-type: none"> • Manage the Art department administration area including: <ul style="list-style-type: none"> ○ The ordering cataloguing and storage of magazines and periodicals. ○ Liaison with the school library over the cataloguing and storage of art books, videos, DVDs and resources. ○ Stock take and cataloguing of posters and visual resources. ○ Maintenance and cataloguing of the art department library and resources in the art department office. ○ Photocopying, laminating and printing and organisation of general teacher resources at the request of art staff. ○ Organise timetabling of Life Drawing classes with the painting teacher and the booking of models. ○ Maintain student account records, supply of equipment and materials. ○ Attend faculty meetings and take minutes. ○ Draw up timetables for Art studios and overall Art Department timetable each term. ○ Maintain visual records of student work for the school magazine. Organise photography and assist with the labelling of student work for the school magazine. ○ Organise photographing and documentation of student work for marketing purposes and for department records. ○ Assist the Program Leader in the preparation of the annual budget proposal for the Art Department by providing records and tallies of expenditure over the 12 month period. ○ Take any phone messages and emails and attend to staff and student requests as the need arises. ○ Complete all booking forms and organisational materials for art department excursions each semester including internal forms, bookings with galleries, buses and external organisations. ○ Liaise with galleries, museums, suppliers, industry partners and external workshop providers regarding educational programs and student participation. ○ Assist on school excursions providing technical knowledge and support for staff when required. ○ Assist with the ordering and supply art of materials and equipment to other areas of the school on a needs basis. Organise invoicing for the relevant department. ○ Assist with the organisation of the Artist in Residence program including preparation of materials and equipment.

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	<ul style="list-style-type: none"> ○ Liaise with Staff Services regarding any rooming changes, work for classes in the case of staff absence and general timetable requirements for the Art Department.
INFORMATION TECHNOLOGY SUPPORT	<ul style="list-style-type: none"> ● Manage software updates, file preparation procedures and workflow systems associated with digital fabrication and creative technologies. ● Provide technical support and report any problems to the IT department with computer hardware, accessories such as software, hardware, scanner and printer problems. ● Provide technical support to staff and students in the use of Adobe Creative Cloud software including Photoshop, Illustrator, InDesign, Lightroom, as well as Z-suit for 3d printing and industry-standard design software used in Visual Communication Design, Product Design and Media. ● Maintain regular liaison with the ICT department on behalf of the Art department to check on the progress of requests on the ICT help website. ● Assist the website co-ordinator with the supply of material and images for the school website at the request of the Program Leader. ● Supervise the organisation of colour printing for the art department both internally and externally. Particularly the printing of digital files for Photography and Visual Communication. Deliver and collect files for printing from external suppliers. ● Download, burn and file any resources for the art department onto CD Rom and manage filing and storage of CD & DVD resources in the Art Department.
PHOTOGRAPHIC STUDIO MANAGEMENT	<ul style="list-style-type: none"> ● Assist in preparation of chemicals and equipment for photography classes. ● Maintain darkroom equipment including regular checks of enlargers, lighting and camera equipment. ● Keep registers of supply of Photographic materials to students and regular stock takes of supplies of paper, film, materials and equipment in the darkroom. ● Assist when requested with Photographic classes in the preparation of chemicals and specialist photographic printing requirements.
PAINTING STUDIO MANAGEMENT	<ul style="list-style-type: none"> ● Assist in the stock take and supply of painting and printmaking materials and equipment to these areas. ● Maintain the school presses and hotplates for etching. ● Assist in the preparation of etching plates, stencils and chemical management including silkscreen cleaning and the cleaning of oil painting equipment. ● Assist in the preparation of canvases and boards for painting. ● Assist when required by staff in painting, printmaking, silk-screening and etching classes at both Middle School and senior levels.

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CERAMIC STUDIO MANAGEMENT	<ul style="list-style-type: none"> • Clean equipment, storerooms and maintain general painting studios. • Assist with the preparation and maintenance of specialist ceramic equipment and documentation of technical processes. • Assist in the loading and unloading of kilns with the ceramics teacher. • Provide technical support to the ceramics teacher throughout the ceramic production process, including digital file preparation, clay processing, bisque firing, glazing application, kiln programming, firing schedules and quality control of finished works. • Operate, maintain and troubleshoot specialist ceramics equipment and digital fabrication technologies, including 3D clay printers, pottery wheels, kilns and glazing systems. • General studio maintenance – Stock take and ordering of supplies, cleaning of equipment and tools, cleaning of kiln rooms and storerooms; clay recycling; maintenance of equipment. • Assist with classes in Sculpture and Ceramics. • Stocktake and order hardware supplies and equipment.
TEXTILE STUDIO MANAGEMENT	<ul style="list-style-type: none"> • Studio maintenance – including maintenance of sewing machines, screen-printing equipment and materials and general textile supplies. • Mix dyes and paints for screen-printing classes and prepare silk-screens. • Source and procure textiles, trims, notions, patternmaking materials and specialist fashion production resources required for Product Design. • Provide technical assistance in garment construction, pattern development, textile manipulation techniques, heat press applications, fabric printing processes and presentation of final design outcomes. • Assist students in the preparation of folios proving information about machinery, techniques and materials used, prototype processes and exhibition-ready garments. • Assist in the stock take, ordering, supply and processes of orders and materials for the textile storeroom. • Maintain up to date records and any invoices from suppliers • Document any materials that require re-purchasing in the Textiles room for students.
VISUAL COMMUNICATION & DESIGN STUDIO MANAGEMENT	<ul style="list-style-type: none"> • Assist with technical drawing, presentation rendering, digital illustration, typography, model making, portfolio presentation and visual communication workflows. • Draw up timetables and booking sheets for the VCD room, computers and equipment. • Support the preparation and production of exhibition materials, presentation boards, prototypes and large-format printed outcomes. • Assist in the annual organisation of files on computer desktops and in student exchange drives.



	<ul style="list-style-type: none"> Perform annual stock take all Visual Communication equipment and materials.
MEDIA STUDIO MANAGEMENT	<ul style="list-style-type: none"> Setup, operation and maintenance of photographic, video and audio production equipment including cameras, lighting systems, microphones, projectors, green screens and studio equipment. Assist in the preparation of sets, props and production environments for photography, film and multimedia projects. Maintain the Media equipment. Keep a register of the Media equipment used by the students. Support staff and students with photographic shoots, video productions and media presentations. Assist in the supply of consumables such as film, paper, gels etc.
MAINTENANCE AND GENERAL DUTIES	<ul style="list-style-type: none"> Liaise with the maintenance department at the request of staff regarding general maintenance of equipment and rooms. Provide support to staff and students with individual artwork requirements and liaise with maintenance staff. Assist with planning of annual maintenance requests in the Annual Art Department budget. Collect supplies and general materials including external printing, hardware and photographic supplies.
ART EXHIBITIONS AND STUDENT GALLERY	<ul style="list-style-type: none"> Assist in the planning, preparation and delivery of the annual creative arts exhibitions and events including liaising with external logistical companies and the school and the event planning area of the school. Liaise with the student art committee and attend regular meetings about the annual art exhibition. Liaise with the student art committee and Program Leader to organise the House Art Exhibition. Organise hanging materials for artwork for all staff for the annual art exhibition. Prepare work for the student gallery including framing, labelling and mounting. Design and implement visual merchandising, display installations, lighting arrangements, projection systems, signage and presentation environments for exhibitions and the school events. Coordinate audiovisual equipment including projection systems, lighting equipment, sound systems and digital presentation technologies. Prepare senior student work from Painting, Photography and Visual communication for assessment. Work with the student Art committee in the selection and display of student work on a term basis. Liaise with school staff on the framing of work for presentation in public areas of the school such as offices and general corridors. Maintain a record of the hanging of student work.

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	<ul style="list-style-type: none"> • Store and file student work over the year for display and the annual art exhibition. • Assist with installation, bump-in and bump-out activities for exhibitions and events. • Stock take and maintain supplies of mount board for student work.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Attending Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
OTHER	<ul style="list-style-type: none"> • Any other duties as requested by the Head of Art or the Principal.
BOUNDARY CONSTRAINTS:	<ul style="list-style-type: none"> • The duties of the Art Technician do not include: <ul style="list-style-type: none"> ○ The teaching of Art classes. ○ Approval, purchase and payment of art materials, resources and equipment without the approval by signature from the Program Leader. ○ Assist with any additional duties from art department members and other faculties without the approval of the Program Leader.
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Current Employee Victorian Working with Children's Check. • Tertiary qualification in the relevant field. • Specialist skills in product design, photography, computer graphic design, ceramics, textiles, digital fabrication, visual communication design and creative technologies, printing and painting techniques. • Foundation knowledge and skills in Fine Arts. • Driver's licence to collect supplies and materials. • Demonstrated experience using Adobe Creative Cloud, digital design software, 3D modelling software, large-format printing systems, photographic production equipment and digital fabrication technologies.
KEY COMPETENCIES (KEY SELECTION CRITERIA)	<ul style="list-style-type: none"> • Ability to provide technical support across multiple creative disciplines including Visual Communication Design, Product Design, Fashion, Media, Photography, Painting and Ceramics. • Demonstrated knowledge of digital design workflows, visual communication principles, photographic production, exhibition installation and creative presentation techniques. • The ability to solve problems independently and be self-motivated to act on decisions, for example, organisational and administrative decision making. • Physical ability to maintain equipment such as printing presses, loading of kilns and stacking of equipment storage. • Physical ability and technical knowledge to mount, frame and hang artwork in the student gallery and on display areas around the schools.

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	<ul style="list-style-type: none"> • Demonstrated highly proficient skills in using sewing and overlocking machines • Demonstrated highly proficient skills in working with a pattern and draping on a mannequin. • Knowledge and skills to work in a diverse range of art forms and materials including Adobe Photoshop and Illustrator and the ability to work with new and emerging technologies. • Ability to create an inclusive, fun and productive learning environment. • Demonstrated a high-level attention to detail and strong administration skills to complete tasks quickly and accurately. • Demonstrated highly proficient digital literacy skills including Microsoft Office (Excel, Outlook, Word, Teams), database etc. • Excellent organisational, analytical and problem-solving skills. • Demonstrates a collaborative and positive approach to work and working with others to achieve goals. • Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials. • Ability to exercise sensitivity and confidentiality in all dealings.
<p>CHILD SAFETY REQUIREMENTS/ OBLIGATIONS</p>	<ul style="list-style-type: none"> • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGGS Statement of Commitment to Child Safety. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
<p>OTHER REQUIREMENTS:</p>	<ul style="list-style-type: none"> • Proactive, resilient and able to work productively in a high performance work environment; • Flexible approach to working hours during peak times; • Professional and diplomatic approach; • High level of, trust, integrity, discretion and work ethic; • Friendly, warm and caring demeanor; • A team player who is goal driven and willing to learn. • The ability to give and receive feedback in a professional and diplomatic way.



<p>CHILD SAFETY</p>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> • As MGGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

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