

## JOB FAMILY – Administration and Operations

Job Name	Visual Arts Technician
Job Code	
Job Summary	Support the smooth running of the visual arts department, art students and the whole school, as required
Main Accountabilities	<ul style="list-style-type: none"> <li>Assisting with the preparation and maintaining of learning material, equipment and resources (including preparation of, administration and resources for external examinations); maintenance of VA studios</li> <li>Assisting with the preparation and mounting of display work and preparation and administrative work for the VA events</li> <li>Where possible, support of students relating to techniques and understanding of course material and assigned tasks</li> <li>Where possible, technical support of staff and students relating to art, including ICT, computer graphics, photography, ceramics and sculpture</li> <li>Assisting teachers in the classroom during lessons when requested</li> <li>Ordering materials for and assisting in the design and construction of sets and props for the school performances</li> <li>One-on-one supervision of students on hazardous machines or in potentially dangerous situations</li> <li>Preparing equipment required by members of the faculty for use in lessons</li> <li>Maintaining a safe and stimulating environment for students in VA learning spaces</li> <li>Shopping as required for essential non-deliverable materials</li> <li>Organising store and keep all areas tidy and safe</li> <li>Maintenance of departmental website</li> <li>Performs other duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives</li> </ul>
Typical reporting relationship	Head of Art > Art Teachers
Minimum typical education	Non-Degree Tertiary/Diploma
Minimum typical experience	3 years relevant experience, preferably in art
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> <li>Excellent organisational and interpersonal skills</li> <li>Flexible and adaptable</li> <li>Creative and imaginative thinker, problem solver, capable of considering different perspectives</li> <li>Able to contribute to a team and work independently</li> <li>Understands that the student/teacher relationship is one of mutual respect</li> <li>Excellent display and presentation skills</li> <li>Fluency in English is essential. Cantonese would be an advantage</li> <li>Perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>Computer skills (Word, Excel, Powerpoint)</li> <li>Skills in image, graphics and CAD software</li> </ul>



DISCOVERY  
COLLEGE  
智新書院

Grow. Discover. Dream.

Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.

**Confidential**