

## POSITION DESCRIPTION



NATIONAL  
ART  
SCHOOL

Title: Studio Technician - Printmaking

Classification: HEW5

Reports to: Head of Printmaking

Direct reports: None

Issue date: November 2020

### JOB PURPOSE

The Studio Technician – Printmaking, provides technical support for delivery of outstanding teaching, learning and studio practice/research throughout all printmaking programs of the National Art School.

Working closely with the Head of Printmaking and lecturing staff of the department, the Printmaking Technician is responsible for the resourcing, maintenance and upkeep of the studios and equipment of the department; the implementation of effective studio processes and procedures, and the demonstration/monitoring of safe and appropriate use of studio equipment and resources.

### KEY RESPONSIBILITIES

#### Organisational Responsibilities

- Maintaining departmental printmaking supplies through the sourcing, ordering, receipting, recording, storage and security of consumable studio materials equipment;
- Coordinating the procurement, maintenance and repair of studio specific tools and equipment;
- Maintenance and preparation of the studio classroom environment including management of studio specific waste disposal and/or recycling;
- Assist with exhibition/project install including the bump in/bump out of exhibition furniture, hanging of works, lighting etc.
- Other ad hoc duties as required from time to time.

#### Learning and Teaching Support

- Provision of support for teaching, learning and research throughout the Printmaking studio areas including the preparation of materials, issue of tools and equipment

- Provision of practical support to teaching staff in the preparation of student tasks, including the design and construction of teaching aids and resources as appropriate;
- Demonstration of safe and effective use of printmaking techniques, equipment and processes to students and users of the department's studios.

#### Administrative Responsibilities

- Maintenance of departmental records including asset register, and studio/equipment maintenance schedules.
- Maintenance and appropriate display of Workplace Health & Safety information resources, including Safety Data Sheets (SDS), and display of Standard Operating Procedure (SOP) information.
- Maintenance of records of distribution of any equipment and/or materials distributed to staff/students.

#### General Duties

- Implementation of WHS policy/procedures in the classroom/studio environment;
- Commitment to attending relevant health and safety training;
- Provision of First Aid in the studio areas in a 'first responder' capacity;
- Assist/work with Studio Technicians Facilities staff across the school where required including open day, Graduation Shows, refitting studios to accommodate students, the NAS gallery, and preparation of venues and events where appropriate;
- Perform related duties commensurate with this level as required.

## QUALIFICATIONS / EXPERIENCE

- Relevant undergraduate qualifications at Bachelor Degree or above and/or relevant trade/work experience;
- Knowledge of Printmaking techniques, processes and practices;
- Demonstrated knowledge of the requirements for the effective functioning of a studio or professional workshop;
- Demonstrated ability to organize and administer the physical resources of a printmaking studio environment including accurate record keeping;
- Sound computer skills including a good working knowledge of Microsoft Office suite, experience with online ordering, receipting, recording and obtaining quotes for goods and services;
- Ability to communicate effectively to a range of individuals, including the ability to demonstrate and clearly convey instructions and information to groups of students;
- Demonstrated ability to work both under direction and independently, and ability to contribute to a team environment;
- Knowledge of and commitment to ethical practices, EEO and WH&S policies
- Current Drivers Licence