

Art Technician Duties

1. Facilitate the Art Department through:

- Maintenance of stock (check stock levels in storage and in classrooms weekly)
- Maintenance of materials (brushes/ palettes)
- Maintenance of orderly stock rooms and paper drawers.
- Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
- Preparation of materials/equipment/rooms for specified lessons.

2. Support the Art Department through:

- Being an active & present member of the Art Department team
- Organizing tasks related to trips.
- Assisting and maintaining displays of students' work in the department and around school.
- Photocopying, laminating and filing.
- Maintenance of resources and books.
- Assisting staff in the production of teaching and learning materials as appropriate.
- Assisting staff with ICT requirements.
- Oversee the running of KS3 Art Club.

3. Promote the Art Department through:

- Creating & maintaining a social media presence for the department.
- Preparing practically for community events (ie: exhibitions/ workshops/ visiting artists).

4. Support our young artists through:

- Liaising with the teacher as to the support required for targeted students.
- Running small (no more than 3 students) side support groups within the lesson when appropriate & required.