



Position Vacant

VISUAL ARTS ASSISTANT IMMEDIATE START

Cranbrook School is seeking an experienced and energetic Visual Arts Assistant based at the Senior School campus in Bellevue Hill.

ABOUT THE POSITION

The Visual Arts Assistant provides technical support and assistance to the Visual Arts Department by preparing and maintaining art materials and equipment, maintaining stock and assisting in the preparation for classes and exhibitions.

Responsibilities include demonstrating and educating staff and students on new studio equipment including DSLR cameras, ceramics equipment and 3D printers; purchasing and maintenance of equipment; purchasing materials and consumable stock, preparation of materials for projects, preparation of work for exhibitions. The Visual Arts Assistant will work with the Head of Department to develop and manage the yearly budget, maintain records of stock ordering and stockists, liaise with specialist workshop facilitators, assist in the booking and organisation of incursions and excursions and ensure WHS standards are always upheld.

This role is term time only with some additional days required during school holiday periods.

ABOUT YOU

You are looking for a hands on role, and are a handy person who has a drive to improvise and be creative in their work. You have experience in a practical role and thrive in a busy and varied work environment. A background in an artistic field with experience in ceramics, drawing, painting and Photoshop will be advantageous.

With exceptional interpersonal skills, you have excellent time management and organisational skills and can assist teachers and students to achieve better outcomes.

You are professionally presented, collegiate, and are a champion of best practices, workplace health and safety, compliance and risk management.

SELECTION CRITERIA

- Relevant work-related experience in a technical field or equivalent combination of relevant experience and/or education and training. A Degree or Diploma will be an advantage.
- Ability to work both independently and as part of a team
- Demonstrated ability to continually adapt to new technologies to assist with new practices for teachers and students
- An understanding of relevant workplace health and safety, compliance and risk management requirements
- Willingness to undertake relevant training if required
- Computer literacy skills including using Word, Excel and Outlook
- Willingness to take ownership of tasks and accept responsibilities
- A flexible approach to changing priorities in the workplace
- A friendly, kind and courteous manner
- A firm commitment to safeguarding and promoting the welfare of children.

CLOSING DATE: 19 March 2023

HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to recruitment@cranbrook.nsw.edu.au. Details of at least three referees will be requested from the successful applicant.

ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.