

## POSITION DESCRIPTION

### VISUAL ARTS ASSISTANT

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Category: C Level Two	0.75 FTE (28.5 hours per week)	Head of Visual Arts
APPOINTMENT TERMS		
Part Time - Ongoing.		

#### Purpose of the Role

The Visual Arts Assistant supports high-quality learning experiences across Visual Arts and Textiles by taking responsibility for the preparation, maintenance and organisation of materials, equipment and learning spaces. The Assistant manages resources, coordinates exhibitions and cocurricular activities, provides technical expertise in learning environments, and undertakes administrative and purchasing responsibilities for the faculty.

#### KEY RESPONSIBILITIES:

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##### **1. Management of Resources, Technical and Administrative Operations**

- Prepare, maintain and store equipment, tools, materials and resources for all Visual Arts and Textiles learning spaces, including studios, textiles rooms, storage areas and exhibition spaces.
- Organise all learning spaces to ensure rooms are fully stocked with consumables, tools, equipment and personal protective equipment at the direction of the Head of Learning – Visual Arts.
- Provide administrative support for Visual Arts and Textiles, including raising and receiving purchase orders using school finance software, maintaining asset and inventory registers, managing supplier records, coordinating deliveries, and supporting scheduling and equipment loans.
- Manage the ordering, distribution and stocktaking of resources; liaise with suppliers and external technicians; and assist Head of Visual Arts in budget tracking and ensure records are accurate and current.
- Maintain printers (checking and stocking printers in Visual Arts area daily), sewing machines, overlockers, kilns and other specialist equipment, including service logs and maintenance schedules.

##### **2. Curriculum, Exhibitions and Co-curricular Activities**

- Provide technical expertise and operational support alongside staff and students in Visual Arts and Textiles classes across year levels as scheduled by the Head of Visual Arts.
- Coordinate extracurricular activities including Life Drawing, incursions and excursions, managing logistics, equipment, and supporting the Head of Learning with risk documentation and permissions.
- Coordinate exhibitions, displays, publications and special projects, including the installation and de-installation of student artwork, photographic documentation, signage and technical logistics. This includes internal College exhibitions and external exhibitions such as the Catholic Education Week Creative Arts Exhibition, displays for Open Mornings or the College Open Day and College event

- Document, catalogue and archive student work in line with College protocols, maintaining a digital collection for promotion and record-keeping.
- Photographing students' work for inclusion in displays, digital presentations and College publications
- Attend Visual Arts faculty meetings to contribute to planning, coordination of programs and exhibition timelines as required

### 3. Occupational Health and Safety

- Uphold and model best practice occupational health and safety procedures across all Visual Arts and Textiles learning spaces.
- Ensure studios and storage areas are clean, safe, organised and functional, including appropriate signage and access to personal protective equipment.
- Oversee the safe operation, servicing and maintenance of specialist equipment and machinery including kilns, sewing machines, overlockers, printing equipment, power tools and installation hardware, coordinating external service where required.

## PERSONAL TRAITS:

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### Key Selection Criteria

- Relevant qualifications or demonstrated experience in Visual Arts, Textiles, Design or related creative or technical fields.
- Practical skills in installing a variety of artworks using appropriate construction techniques and tools
- Proficiency in using a standard sewing machine or a willingness to learn
- Proficiency in operating a DSLR Camera or a willingness to learn
- Proficiency using Adobe Creative Cloud or a willingness to learn; and a willingness to attend external professional learning as required.
- Experience in working with students and willingness to participate in classroom activities an advantage.
- Knowledge of occupational health and safety in an educational setting.
- Strong organisational, communication and interpersonal skills, with the ability to work independently and collaboratively.

## CURRENT DUTY/HOURS:

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- Part-time: 5 days per week (28 hours & 45 minutes).
- Monday through to Friday.
- Working hours Monday – Thursday from 8.45am to 3.15pm and Friday from 8.45am to 3.00pm, totalling 28.5 hours per week.

## SALARY, CONDITIONS & BENEFITS:

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- The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- The position is an ES C Level Two
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifices options (such as Superannuation) as approved by the Principal.

## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

## CHILD SAFETY:

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The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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January 2026

