

FACULTY ASSISTANT (ARTS) POSITION DESCRIPTION



Churchie.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Faculty Assistant (Arts)
School / Organisational Department:	Senior School
Reports To:	Head of Faculty – Arts and the Deputy Headmaster, Academic
Type of Employment:	Part Time, Term Time (3 – 4 days a week, 38 weeks a year)
Date:	October 2024

Primary Purpose of the Position

The Faculty Assistant (Arts) will provide a high-quality support role for teaching and learning to the Arts Faculty comprising the Visual Arts, Film & Television and Drama Departments.

The role will be required to work with students from Years 7 through to 12 and supporting various faculty needs with flexibility and initiative.

- To assist Teachers of the Arts Faculty in the areas of daily administration, budgets, ordering supply of materials and equipment and delivery of the arts curriculum in Drama, Film & Television and Visual Arts
- Support for the Faculty during extremely busy projects that require task sharing

Other duties as directed by the Head of Faculty – Arts

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

EVENT AND PROJECT SUPPORT

- Aid in the administration, organisation, and coordination of faculty curriculum events in consultation with Heads of Departments and the Head of Faculty. Manage peak times effectively, particularly around key school events or projects requiring extensive setup or logistical planning.

IN-CLASS AND EXCURSION SUPPORT

- Work with Film & Television, Drama, and Visual Arts teachers to deliver curriculum support under teacher guidance by assisting students one-to-one or in small groups. Provide additional supervision and support on school excursions as required.

EQUIPMENT AND RESOURCE MANAGEMENT:

- Oversee the management of a diverse range of Arts Faculty equipment, including (but not limited to) film, sound, and lighting equipment; Visual Arts technologies such as laser cutters, digital printers, and kiln operation; and Drama props and costume inventory. Responsibilities encompass routine inspections, consumable inventory monitoring, and arranging repairs or replacements as necessary. Additionally, manage the student booking system for all faculty equipment, ensuring timely access and proper storage of items after use.

FINANCIAL AND VENDOR LIAISON:

- Communicate with suppliers, theatre companies, venues, and visiting artists/presenters to handle bookings, calendars, and quotes. Generate invoices, raise purchase orders, and liaise with the School's accounts office to ensure timely payment of invoices, accurate asset record maintenance, and budget monitoring.

STUDENT ARTWORK AND DISPLAY MANAGEMENT:

- Facilitate the management of student creative works, including storage, display, and preparation for art showcases. Oversee the kiln area and handle administration for student work submissions to competitions.

OFFICE ADMINISTRATION:

- Maintain the faculty's photocopiers and printers with ink and paper (and liaise with IT as needed). Manage stationery supplies, organize resources, type, file, and duplicate documents as requested.

AFTER-HOURS EVENT SUPPORT

- Be available to assist with after-hours curriculum events, such as the Churchie Awards in Media (CAM) and the Churchie Art Showcase (CART). Specific event support may include equipment setup, guest management, and logistical assistance during presentations.

Key Accountabilities

TECHNICAL SKILLS:

- Familiarity with audiovisual equipment, including cameras, microphones, lighting setups, and projectors.
- Basic knowledge of kiln operation, laser cutting, and handling digital printers.
- Proficiency in managing costume and prop inventories for Drama productions.

SOFTWARE PROFICIENCY:

- Experience with Adobe Creative Cloud applications (e.g., Photoshop, Illustrator, Premiere Pro) for assisting with projects.
- Familiarity with equipment booking systems or inventory management software
- Competency in Microsoft Office Suite (Word, Excel) for administrative tasks

ORGANISATIONAL SKILLS:

- Excellent attention to detail and ability to manage multiple responsibilities in a fast-paced environment.
- Effective time-management skills, especially for coordinating equipment use, student displays, and event setups.
- Strong communication skills for interacting with suppliers, staff, and students.

Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

Personal Growth

- Maintain professional standards and qualifications as required through relevant professional development opportunities both internally and externally where appropriate in order to keep abreast of changes in education and specialist technical areas;
- Where applicable, maintain membership of appropriate professional bodies and participate actively in appropriate seminars, conferences and workshops as agreed with the School from time to time.

Spiritual Awareness

- Attend Staff Chapel services as a model for colleagues and encourage attendance by all team members.

Community Service

- Support Community Service initiatives at the School.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Director of ICT, Director of Business and Finance, the Deputy Headmaster or Headmaster.

Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer

immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

Selection Criteria

1. Previous experience and/or interest in the creative arts, preferably including similar administration position within a school environment or other comparable workplace
2. Sound knowledge of MS Office products (Word, Excel, PowerPoint and Outlook). Knowledge of Photoshop is desirable but not essential
3. An understanding of financial administration practices including dealing with external suppliers, invoices, purchase orders and tracking against budgets
4. Demonstrated ability to work autonomously and collaboratively to meet deadlines
5. Demonstrated ability to assist with the organisation and co-ordination of events
6. Professional writing and verbal communication skills
7. A high degree of flexibility in their approach to dealing with staff and students
8. Experience managing resource inventory
9. Willingness to support the spiritual, community and co-curricular life of the School
10. Eligibility to work in Australia, possess (or be eligible to obtain) a current Blue Card OR Qualified Teacher and registered with the Queensland College of Teachers.