



## Technical Support Officer (Arts)

John Curtin College of the Arts

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| <b>Position number</b> | 00035942  |
| <b>Agreement</b>       | Department of Education (School Support Officers) CSA Agreement 2021 or as replaced |
| <b>Classification</b>  | Level 2   |
| <b>Reports to</b>      | Theatre Manager (Level 5)   |
| <b>Direct reports</b>  | Nil   |

### Context

As Western Australia's only fully selective arts Independent Public School, John Curtin College of the Arts caters for Years 8 to 12 students, offering Gifted and Talented programs in, Dance (Ballet and Contemporary), Drama, Media Arts, Music, Music Theatre, Visual Arts and also a specialist Soccer Excellence Program. In addition, the College is a Registered Training Organisation that provides accredited certificate courses in arts- related industries.

The College is committed to developing creativity, innovation and imagination in every student through the pursuit of excellence in all areas of the formal and informal curriculum with a special emphasis on the Arts.

The College provides tailored courses and support structures so that students may achieve to the best of their ability according to their needs and aspirations and develop skills and values that will equip them for a successful future. The College motto *Learning for Life* highlights the continuous and cumulative nature of education throughout our lives.

Further information about John Curtin College of the Arts is available on [Schools Online](#).

Information about the Department of Education is available at [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Prepare the classroom, studio/theatre and workshop to enable the teacher to instruct students effectively.
- Prepare specialised equipment and materials and provide operational advice for Art workshops/classes/productions and other college events.
- Design and construct teaching aids to meet curriculum standards that support teaching and curriculum requirements.
- Maintain, evaluate and assess technical equipment/resources, carry out repairs and maintenance on arts equipment/resources and arrange off-site and on-site repairs.

- Maintain appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements.
- Provide advice on correct and safe use, storage and disposal of equipment, any related chemicals and waste in accordance with occupational safety and health requirements.
- Work with set budgets, monitor expenditure and provide advice as required.
- Assist with the ordering of supplies and equipment, liaise with suitable suppliers, negotiate prices and obtain quotes and ensure adequate supplies are maintained.
- Assist with stock management tasks, including the coordination of stocktake activities and resource registers.
- Work collaboratively as part of a production team to assist in the operation of college and community events, including assemblies, performance, exhibitions, screenings and promotional events.

### **Selection criteria**

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within an Arts workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
3. Demonstrated good oral and written communication and interpersonal skills, including the ability to liaise effectively with individuals at all levels.
4. Demonstrated effective time management, planning and organisational skills.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold a Certificate III in Occupational Health and Safety or approved equivalent qualification or experience
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            8 November 2022  
Reference    D22/0804720