



## Technical Support Officer (Arts)

John Curtin College of the Arts

<b>Position number</b>	00035943
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Theatre Manager (Level 5)
<b>Direct reports</b>	Nil

### Context

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

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Prepares classrooms, studios, theatres and workshops, including specialised equipment and materials, to enable safe and effective instruction; provides operational advice for Arts workshops, classes, productions and college events.
- Ensures safe working procedures, including the correct use, storage, handling, maintenance and disposal of equipment, chemicals and waste, in compliance with legislative and occupational safety and health requirements; maintains all required safety documentation.
- Designs, constructs, maintains and evaluates teaching aids, technical equipment and resources to meet curriculum, technical and safety standards; carries out repairs and maintenance and arranges on-site and off-site servicing as required.
- Assists with budget management by monitoring expenditure, ordering of supplies and equipment, liaising with suppliers, negotiating prices, obtaining quotes and ensuring adequate stock levels are maintained.
- Supports stock management processes, including stocktakes and the maintenance of resource registers.
- Works collaboratively as part of a production team to support college and community events including assemblies, performances, exhibitions, screenings and promotional activities.

### 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 Work Health and Safety Act 2020 and its coverage in industrial environments.
3. Demonstrated good communication (both oral and written) and interpersonal skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated effective time management, planning and organisational skills.

### Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 and every 3 years thereafter
- 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 14 April 2026  
Reference D26/0290001