



## **Visual Arts and Design Technology Assistant**

Dover Court International School is a premium quality school offering outstanding education to Singapore's diverse and rapidly growing community. It is part of the Nord Anglia Education family of over 60 schools worldwide.

We are now looking to recruit a Visual Arts and Design Technology technician to join our team. The successful candidate will be reporting to the Head of Art and Design and will be responsible for supporting all teachers within the faculty with the smooth running of the departments.

The successful candidate will be/have the following qualifications and experience:

### **Requirements:**

- Practical experience within the arts
- Using and maintaining workshop machinery
- Experience managing resources and budgets
- Highly organized
- Passion for the Arts and Design

### **Desirable:**

- Experience working with children
- Experience using digital fabrication tools (eg laser cutter, 3D printers, CNC etc)

### **DCIS Visual Arts and Design Technology Technician Description**

Department: Visual Arts and Design Technology

Position Title: Art and Design Technician

Responsible To: Head of Visual Arts and Design Technology

### **Role**

This appointment is a technical position supporting the Head of Art and Design and all teachers in the faculty with the smooth running of the department.



## KEY DUTIES AND RESPONSIBILITIES:

The Arts and Design Technician will:

- Prepare materials and equipment for classes
- Support teachers in preparing student work for exam and moderation purposes
- Maintain organized storage for all materials, equipment and student work
- Keep an up-to-date inventory of all materials and equipment
- Keep spaces dedicated to the arts and design organized, stocked and tidy
- Perform regular checks of equipment and learning spaces to ensure health and safety standards are met
- Identify when equipment requires maintenance or replacement, and act accordingly
- Help with major events, exhibitions, performances and workshops (some mutually agreed flexibility of time will be needed for this)
- Assist with the use of IT hardware and software, including tasks such as file management, photography, copying, printing and scanning
- Support teachers during lessons when required
- Assist with the organization and booking of activities and field trips Arts Department specific responsibilities:
  - Use specialist equipment such as laser cutter, 3D printer, band saw in preparing resources for lessons This list is not exhaustive and may evolve depending on the school's development and needs.
  - To document pupils work and to distribute work back to pupils
  - To provide technical assistance to pupils during lessons and private study sessions
  - To assist with reprographics
  - To be responsible for art and design departmental displays and the preparation, mounting and installation of artwork around the School
  - To be responsible for all ordering under the guidance of the Head of Art and Design
  - To check incoming deliveries, to unpack and distribute as necessary
  - To be responsible to the Head of Art for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director Manual handling/lifting