

POSITION DESCRIPTION

POSITION:	Arts Faculty Technician	
STATUS:	Fixed term	
TIME:	Part-time, 20 hours per week. Term time	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively, and learn enthusiastically throughout life. Key to the achievement of this vision is the school's strategy of attracting and retaining the Best People.	
VALUES:	• Progress with vision, integrity and love	
LINE MANAGEMENT:	• Reports to Head of Faculty – Visual & Performing Arts	
KEY RELATIONSHIPS:	• Teachers from within the faculty • Visual & Performing Arts Administrator (Productions, Itinerant Music, Awards, Costumes) • Middle and Senior School Principals • Retail Shop Manager • Brand and Communications team • Canon Creative Studio Manager • Support Services	
SALARY:	Negotiated	
JOB PURPOSE	The Arts Faculty Technician supports the Visual and Performing Arts faculty with curricular and co-cocurricular activities for Visual Art, Dance, Drama and Music. This includes organisation of printing, photography, video recording, ordering art supplies and assisting with bookings for events.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Arts Technician	• Take photographs at arts events (shows, concerts, exhibitions). • Book and set up video cameras for recording assessments (music, dance, drama), and support recording process. • Manage media files, retrieve, edit and catalogue media files as needed. • Provide media files to marketing for publicity as requested. • Assist with bookings for shows, concert and play tickets, bus/van transport for trips covering both curricular and co-curricular. • Design and print promotional material and programmes for shows and concerts. • Assist with ordering and printing/ copying of scripts and sheet music. • Cataloguing texts and sheet music. • Visual Arts resources – monitor supplies, order as needed and manage the storage of supplies. • Visual Arts– prepare resources for classes as needed.	• Feedback teachers have been supported for art events as needed. • Evidence high quality photographs have been taken at events and recorded and stored accurately so can be located easily. • Evidence videos have been recorded and available for assessments as requested. • Media files are managed effectively so files can be retrieved easily as needed. • Feedback form marketing that photographs/ media files have been provided as needed and in a timely manner. • Feedback from teachers that bookings of tickets and vans/ transport is done accurately and in a timely manner. • Evidence promotional materials have been designed professionally and on brand as needed. • Evidence that scripts and sheet music are printed accurately and available as needed. • Photographs of events are of a high quality, and images are made available for Marketing and Archival purposes. • Evidence art suppliers are ordered accurately and as needed. • Feedback from teachers that art suppliers are well maintained and available for classes as needed.
Health & Safety	• Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements.	• Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. • Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices,

Accountabilities	Responsibilities & Expectations	Performance Indicators
	• Ensure, so far as is reasonably practicable, that steps are taken to keep staff and students safe while on the school grounds or participating in school activities.	including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.
Other	• To positively support the character and values of Kristin School. • Attend staff meetings as required. • Model positive behaviours, which support the School's Code of Ethics and Core Values. • Be involved where applicable in the life of the school, including community events, functions, and promotional activities as required. • Other duties as requested by the Head of Faculty and Curriculum Leaders of Visual and Performing Arts.	• Evidence of attendance at Staff meetings as required. • Evidence of involvement in professional learning and development. • Evidence of support for the school's vision and strategic plan. • Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.

Key Selection Criteria

Qualifications, Training & Experience

- Still photography experience is desirable – especially in theatre or low light settings.
- Basic graphic design and printing skills – posters, programmes etc.
- Experience with media file management.
- Knowledge of Visual Arts resources.
- Strong administration and computer skills, including MS Office and Google Docs.
- Recent National Police Vetting Check (To be completed by the school with results considered satisfactory by the school).

Attributes and Skills

- Desire to work in a school environment supporting teaching staff in their work with students.
- Outstanding customer service skills
- Good eye for detail.
- Ability to develop and maintain effective relationships with colleagues.
- The ability to work as an effective and constructive team member, with a willingness to participate fully in School activities where applicable.
- Excellent interpersonal skills, including the ability to listen and liaise effectively.
- Organised with demonstrated self-motivation and, prioritising work and managing multiple tasks.
- Strong verbal and written communication skills.
- Demonstrated personal resilience and reliability.
- Flexible, approachable, and consistent in manner.
- Ability to work evenings as required.

Commitment to Child Safety

Kristin School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learners, their whānau/family and staff. This is our single greatest priority and responsibility.

- Kristin is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.

We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.

- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.