



ROLE DESCRIPTION

Visual Arts Assistant

Position Title	Visual Arts Assistant
Reports To	Subject Coordinator – Visual Arts Chief Operating Officer and Office Manager (for HR)
Direct Reports	Nil
Position Level	Classroom and Learning Support – level to be determined based on experience and qualifications
Hours	Part-time, On-going, Term Time, 9:00am – 3.30pm, 3 days per week. Includes a 30-minute unpaid lunch break.

PURPOSE OF THE ROLE

The Visual Arts Assistant provides essential day-to-day support to ensure the smooth running of the Visual Arts Department. This role involves managing supplies and equipment, assisting with lesson preparation and clean-up, coordinating excursions and events, and maintaining accurate records and stock levels. Working under the direction of the Visual Arts Subject Coordinator, the assistant helps maintain an organised, safe, and well-resourced learning environment. The Visual Arts Assistant is a member of the Support Staff.

MAIN DUTIES

Administration and Resource Management

- Under the direction of the Subject Coordinator, be involved with the planning and administration of Visual Arts excursions and showcases, including documentation and logistics.
- Manage ordering and purchasing of supplies, ensuring accuracy against invoices and delivery dockets.
- Maintain stock levels across teaching spaces, conduct termly stocktakes, and ensure resources are readily available.
- Maintain the Department's Chemical Register in accordance with WHS requirements.
- Monitor the condition of art equipment and oversee the organisation and upkeep of supplies across all teaching spaces.
- Ensure teaching spaces and equipment are kept in good order, including regular cleaning and maintenance.

Curriculum and Classroom Support

- Assist teachers with the practical delivery of the Visual Arts curriculum, including lesson preparation, resource sourcing, and setup/pack down.
- Provide in-class support when required to facilitate student learning and engagement.

Communication and Collaboration

- Liaise with students, families, staff, and external contacts regarding Visual Arts activities and events.
- Communicate with suppliers and sales representatives to support departmental needs.
- Collaborate with the Subject Coordinator and Office Manager to support the effective functioning of the Department.

General Duties

- Maintain high standards of cleanliness and safety across the Department's facilities and equipment.
- Undertake other duties as directed by the Subject Coordinator or Office Manager, including support in other non-teaching areas of the College when required.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. A willingness to uphold and demonstrate MSC Ethos and values which underpin the College.
2. Have completed relevant post-secondary training or have significant and substantial technical and procedural knowledge and skill which may be deemed as being comparable with post-secondary training.
3. Commitment to ongoing professional learning relevant to the role.
4. Interest in and practical experience with Visual Arts materials, equipment, and classroom processes.
5. Proven experience in administrative support roles, with the ability to manage multiple tasks efficiently.
6. Awareness of WHS requirements, including safe handling of chemicals, equipment, and cleaning procedures.
7. Competence in Microsoft Office suite, including mail merge and digital recordkeeping systems.
8. Strong organisational and time management skills, with the ability to prioritise tasks and maintain attention to detail.
9. Excellent interpersonal and written communication skills, with the ability to build positive working relationships with staff, students, and families.
10. Ability to work independently and collaboratively within a team environment.
11. A current and valid Working with Vulnerable People (WWVP) registration.

Daramalan College has zero tolerance for child abuse, neglect and other harm and we are committed to providing and maintaining a child safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

Conditions: The salary will be determined based on qualifications and experience, in accordance with the Support Staff Multi-Enterprise Agreement (Daramalan College, Marist College Canberra, and St Edmund's College Canberra).

Updated October 2025