



Art Technician (Term-time)

JOB PURPOSE: The Art Technician is to provide support to staff and students to ensure that the day to day teaching and learning within the department runs smoothly and effectively; manage and maintain physical resources, tools and machinery in the Art rooms.

Responsibilities

- Oversee and coordinate the smooth running of the department with regard to its logistical needs ie. materials preparation, storage, ordering of items, maintenance and administration
- Set up Art rooms and prepare materials for lessons; clean equipment after lessons; and maintain and tidy all teaching areas
- Provide administrative support to Art Department
- Maintain an accurate inventory equipment record for the Department and ensure equipment are well maintained
- Source and purchase materials and tools according to Procurement procedure
- Work with IB students in photographing, manipulating and archiving students' work throughout IB course
- Assist with Annual Art Exhibition and production of Art Catalogue
- Perform any other duties as and when assigned by Line Manager

Requirements

- Diploma in relevant disciplines
- 2-3 years relevant experience
- Spoken and written English is a must
- Good ICT knowledge including Photo-editing and Publishing software
- Ability to prioritise workload and work independently
- Able to deal with students' and teachers' request effectively
- Strong collaborative and organizational skills
- Excellent communication and interpersonal skill
- High level of initiative, a positive and engaging personality
- Problem solving and trouble shooting

This is a term-time employment where staff will take leave without pay during school summer holidays as publicized in the annual ESF school calendar.

Closing Date: 18-07-2021

For enquiries, please contact Brondy Poon at 2240 6763 or bpoon@sis.edu.hk

Applications must be submitted via the ESF online recruitment system at: [Search Jobs – ESF Career Site](#)

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.