

**Keystone Academy of Beijing**  
**Job Description and Person Specification**

<b>Position:</b>	<b>Educational Art and Design Technician</b>
<b>School Section:</b>	<b>Secondary School</b>
<b>Reports to:</b>	<b>Art and Design Teachers</b>
<b>Qualifications:</b>	<b>Bachelors degree or above</b>

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## **JOB DESCRIPTION**

### ***Role Description***

The Keystone Educational Art and Design Technician is an employee that is able to work collaboratively within a team and has previous experience overseeing the day-to-day operations of an Art studio and/or Design workshop. An interest and knowledge in the Art and Design programs offered at Keystone is necessary to support students and teaching staff.

### ***Position Objective***

To provide learning and technical support services to teaching staff in the delivery of Art and Design curriculum to students within the Keystone program and to maintain an efficient and safe studio and workshop.

### ***Key Responsibilities***

- To assist in the day to day running of the Art studio and Design workshop;
- To assist in the selection and ordering of equipment and supplies in liaison with the relevant administration faculties;
- To maintain day to day inventory of art/design materials and supplies;
- To ensure the provision of a safe and healthy working environment and the application of occupational health and safety practices within the Design and Ceramics workshop;
- To undertake routine checks and maintenance on tools and equipment
- To support and assist teaching staff in the effective management of students in the Art studio and Design workshop and to assist students to achieve their learning objectives;
- To liaise and provide assistance to teachers;
- To maintain an organized and efficient studio and workshop for students and teachers;
- To assist with exhibitions, photography of student work, and promotion of the Arts.

## ***Responsibilities in Detail***

### ***1. Management of Resources***

Support the Arts and Design teaching staff by ensuring availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and relevant administration departments where necessary. Sourcing, costing and maintaining stock levels and suggesting economically suitable alternatives where necessary. Keeping up to date records of all stock.

Ensure routine maintenance of work spaces and equipment (where necessary), and organization of student work, journals, ceramic and pottery work and all other supplies.

### ***Desired Qualifications and Experience***

- Relevant post-secondary qualification in Arts Education;
- Previous experience working as an Art Technician within an educational environment;
- Chinese-English bilingual skills in both spoken and written forms;
- Working knowledge of word processing, database and spreadsheet software and the use of MS Office Suite;
- Familiar with Photoshop and other imaging software;
- Connections with local artists and art suppliers;
- Working knowledge of ceramics, photography, laser cutters and other power tools.

### ***Valuable Attributes***

- A pleasant personality and positive communications and interpersonal skills;
- A positive learning attitude and dedication to organizing equipment, and a willingness to learn new skills;
- A keen interest in the Arts and education;
- An ability to be proactive and contribute positively to the Arts and Design department and develop positive working relationships across the school.