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## **SUMMARY OF DUTIES**

### **Studio Assistants**

*\*Note: Applicants intending to apply for Studio Assistant positions in the following disciplines must provide a maximum 1 page addendum (per discipline) to your application stating your abilities and experience in performing the following duties:*

#### **Studio Assistant - DIGITAL**

- Assist staff by providing support in Macintosh and PC Suites by preparing equipment to working order, including the checking of digital cameras, printers, memory cards and scanners for use by staff and students.
- Ensure equipment in digital suites is maintained by monitoring and organising maintenance and service as required.
- Provide Lecturers with advice on products available and their source.
- Assist Lecturers by monitoring and reporting on stocks of consumables and equipment.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

#### **Studio Assistant - PRINTMAKING**

- Assist in printmaking studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in printmaking studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and construction of educational aids for teaching printmaking.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide lecturers with advice on products available and their source.
- Assist lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

#### **Studio Assistant - PHOTOGRAPHY**

- Assist in photographic studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in photographic studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and student work and construction of educational aids for teaching photography.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide Lecturers with advice on products available and their source.
- Assist Lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

### ***Studio Assistant - CERAMICS***

- Assist in the ceramic studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in ceramic studio areas to ensure the smooth running of the educational program including kiln management.
- Ensure tools and equipment are repaired and maintained by monitoring and organising maintenance and service as required.
- Assist with the display of art works and construction of educational aids for teaching ceramics.
- Provide Lecturers with advice on products available and their source.
- Assist Lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

### ***Studio Assistant - PAINTING & DRAWING***

- Assist in the painting and drawing studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in painting and drawing studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and construction of educational aids for teaching painting and drawing.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide lecturers with advice on products available and their source.
- Assist lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

### ***Studio Assistant - JEWELLERY***

- Assist in jewellery studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in jewellery studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and construction of educational aids for teaching jewellery.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide lecturers with advice on products available and their source.
- Assist lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
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- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

**Studio Assistant - SCULPTURE**

- Assist in sculpture studios by preparing materials and equipment for use by staff and students.
- Assist staff by providing a support service in sculpture studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and construction of educational aids for teaching sculpture.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide lecturers with advice on products available and their source.
- Assist lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Assist lecturers with the management of a fine art foundry.
- Assist lecturers to ensure the OHS&W policies and procedures of the metal casting foundry are adhered to.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
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**Studio Assistant - SCREEN PRODUCTION**

- Assist in Screen Production Studios by preparing materials and equipment for use by staff and students.
- Organise and manage hire paperwork and bookings for equipment to ensure items are available, collected and returned correctly.
- Assist staff by providing a support service in studio areas to ensure the smooth running of the educational program.
- Assist with the display of art works and construction of educational aids for teaching Screen Production.
- Ensure tools and equipment are maintained by monitoring and organising maintenance and service as required.
- Provide lecturers with advice on products available and their source.
- Assist lecturers by ordering materials and equipment and monitoring stocks of store consumables.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, EEO, OHS&W and the merit principle by adhering to the provisions of the Public Sector Management Act and associated legislation.
- Contribute to the Institute's objective of achieving and subsequently maintaining the quality management standards of both the Australian Quality Training Framework (AQTF) and ISO 9001:2000 status by ensuring that the required standards are met.

**Salary range (Classification OPS-1):**

**\$11.47 - \$21.38 per hour** (adjusted to actual hours worked) (based on experience).

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