

POSITION DESCRIPTION

Title: Painting Technician

Classification: HEW 5

Reports to: Head of Painting

Direct reports: Nil

Issue date: August 2025

JOB PURPOSE

The Studio Technician - Painting provides technical support for delivery of outstanding teaching, learning and studio practice/research throughout all the Painting programs of the National Art School.

Under the direction of the Head of Painting and lecturing staff of the department, the Painting Technician is responsible for the resourcing, maintenance and upkeep of the studios and equipment of the department; the implementation of effective studio process and procedures, and the demonstration/monitoring of safe and appropriate use of studio equipment and resources. The Painting Technician is responsible for resourcing and supporting the delivery of all Painting programs including Degree Programs, Public Programs short courses, and Education Outreach programs and workshops.

STATEMENT OF DUTIES

ORGANISATIONAL RESPONSIBILITIES

- Maintain departmental painting supplies including sourcing, ordering, receipting, recording, storage, inventory management and security of consumable studio materials and equipment for all painting classes.
- Coordinate the procurement, maintenance and repair of studio specific tools and equipment.
- Maintenance and preparation of the studio classroom environment including management of studio specific waste disposal and/or recycling.
- Assist with exhibition/project installations including the bump in/bump out of exhibition furniture, hanging of works, lighting and logistics.
- Maintain life model areas ensuring the model change room is tidy, clean sheets and cushions, adequate heating and cooling ventilation and adhering to WHS standards.

- Undertake other duties as required to support studio operations and events.

LEARNING AND TEACHING SUPPORT

- Provision of support for teaching, learning and research throughout the painting studio areas including the preparation of materials, issue of tools and equipment.
- Assist teaching staff with the preparation of student tasks, including the design and construction of teaching aids and resources as appropriate.
- Demonstrate safe and effective use of Painting techniques, equipment and processes to students and users of the department's studios.

ADMINISTRATIVE RESPONSIBILITIES

- Maintain accurate departmental records including asset register, and studio/equipment maintenance schedules.
- Maintenance and appropriate display of Workplace Health & Safety information resources, including Safety Data Sheets (SDS), and display of Standard Operating Procedure (SOP) information.
- Record and track distribution of any equipment and/or materials distributed to staff/students, ensuring accountability and stock control.

WORK HEALTH AND SAFETY (WHS)

- Implementation of WHS policy/procedures in the classroom/studio environment.
- Maintain accurate records of hazardous substances, including chemical inventories and Safety Data Sheets (SDS), in accordance with WHS legislation and organisational protocols.
- Ensure all chemicals are correctly labelled, stored and handled in compliance with the relevant standards (e.g. Safe Work Australia).
- Support staff and students with training and induction processes related to studio safety, including emergency procedures and PPE requirements.

GENERAL DUTIES

- Provision of First Aid in the studio areas in a 'first responder' capacity.
- Liaise with WHS Officers and Facilities staff to report incidents, near misses, or hazards and contribute to continuous improvement.
- Assist/work with Studio Technicians and Facilities staff across the school where required including Open Day, Graduation Shows, refitting studios to accommodate students, the NAS gallery, and preparation of venues and events where appropriate.
- Perform related duties commensurate with this level as required

QUALIFICATIONS AND EXPERIENCE

- Relevant undergraduate qualifications at bachelor's degree or above and/or relevant trade / work experience.
- Knowledge of painting techniques, processes, and practices.
- Demonstrated knowledge of the requirements for the effective functioning of a studio or professional workshop, including equipment maintenance, material preparation, and support for teaching and exhibitions
- Strong understanding of WHS legislation, chemical safety protocols and safe work practices.
- Demonstrated ability to organise and administer the physical resources of a painting studio environment including accurate record keeping.
- Sound computer skills including a good working knowledge of Microsoft Office suite, experience with online ordering, receipting, recording and obtaining quotes for goods and services.
- Demonstrated ability to work both under direction and independently, and ability to contribute to a team environment.
- Ability to communicate effectively to a range of individuals, including the ability to demonstrate and clearly convey instructions and information to groups of students.
- Knowledge of and commitment to ethical practices, EEO and WH&S policies.
- Current Driver's License.

KEY RELATIONSHIPS

Internal	
Head of Painting	Provide resourcing and technical support to the development and delivery of Degree Painting programs at NAS.
Head of Public Programs; Education Outreach Coordinator	Provide resourcing and technical support to the development and delivery of Painting programs at NAS including Public Programs short courses, art club, school programs and workshops.
Departmental Staff	Maintain effective working relationships in the delivery of organisational objectives.
Students	Provide a safe, supportive and effective learning environment for students.
Colleagues	Maintain effective and collegiate working relationships with all employees of the National Art School.
External	
Service providers and program partners	Maintain effective working relationships. Manage reputation, value and cost in the best interests of the National Art School.
Professional sector	Maintain effective working relationships with the professional arts and education sector.
Academic sector	Maintain engagement and collaboration with academic peers and institutions.

ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____