1. **ROLE PURPOSE**
   To work collaboratively with the Media staff to maintain the ‘day to day’ functions of the Department and assist with the development and promotion of student work in the visual arts with a focus on digital media. The technician may also be required to assist staff in the preparation of classes and in collating materials, and in assisting students.

2. **LINE OF AUTHORITY**
   This position reports directly to the Department Coordinator of Media, and is accountable to Faculty Head-The Arts, the Director of Senior Campus and ultimately, the Principal and the Rector.

3. **SPECIFIC RESPONSIBILITIES**
   - Organisation and maintenance of classrooms, studios and store rooms
   - Ordering and monitoring of supplies
   - Preparation of teaching materials
   - Software knowledge assistance with students
   - Display and curation of student art work in class spaces and exhibitions
   - Sourcing and helping to prepare teaching aids
   - Attend all department meetings as a member of a team
   - Any other responsibilities as determined by the Department or Faculty Head

   **General Information**
   - May be required to interact with students in the classroom to assist with materials and techniques but will not be asked to accept sole responsibility for supervision of students.
   - Will need to maintain awareness of current curriculum content.
   - Must be proficient with the Adobe Creative Suite, specifically Photoshop, Illustrator and Premiere Pro. A practical knowledge of Module8 and Madmapper or their equivalent would be an advantage
   - The Senior Campus Media Department runs on both Mac and PC operating systems.

4. **SELECTION CRITERIA**
   The Media Technician will be a self-motivated, energetic person who is willing to be a contributing member of a team. They will be willing to work with teaching staff in developing and maintaining a dynamic department that works within the Arts Faculty. They will show initiative and be able to work independently on tasks. They will be excellent communicators and be willing to collaborate and share ideas.

   The Media Technician will have a background in the visual arts, specifically digital media, however should have a broad understanding of a number of art mediums, techniques and styles, including SLR photography, darkroom photography and digital film production.
The ability to use Adobe Photoshop and Premiere Pro is essential, and use of the entire Adobe Creative Suite software and Module8 and Madmapper or their equivalent would be an advantage.

5. TERMS AND CONDITIONS

**Tenure:** Part Time Replacement Contract (TERM TIME ONLY)
**Days of Work:** 4 days (negotiable)
**Hours of Work:** 8.15am to 4.15 pm

All other terms and conditions as per the Xavier College Conditions of Employment Agreement 2012