



ART TECHNICIAN JOB DESCRIPTION

Job Summary:

We are seeking a dedicated and skilled Art Technician to join our dynamic team at Dulwich College Seoul. The Art Technician will support the Art Department by preparing materials, maintaining equipment, and assisting teachers and students during art classes. This role is essential in ensuring the smooth operation of the art studio and enhancing the learning experience for our students.

Key Responsibilities:

- Maintain and organise the art studios, ensuring a clean and safe environment
- Prepare, set up resources for art classes, including paints, brushes, canvases, IT equipment, and other supplies
- Assist teachers and students during art lessons, providing technical support and guidance
- Manage inventory and order supplies as needed, using the College purchasing systems
- Maintain and repair art equipment, such as kilns, pottery wheels, and printing presses
- Support the organisation and display of student artwork for exhibitions and events
- Ensure compliance with health and safety regulations in the art studio
- Provide administrative support to the Art Department
- Liaise with other departments and external vendors to support the growth and celebration of Art in the College
- Complete supervisory duties, ECAs and excursions as allocated.

This job description is designed to outline primary responsibilities but not limit the employee nor DCSL to only the work identified. It is the expectation of the College that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.

Requirements:

- A background in art or a related field, with relevant qualifications or experience
- Strong organisational and time-management skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Familiarity with a variety of art techniques and mediums
- Technical proficiency in handling and maintaining art equipment and materials
- Knowledge of health and safety practices
- Flexibility and adaptability to meet the needs of the department and school
- Basic IT skills for administrative tasks
- Be committed to ongoing professional development
- Ability to work legally in Korea.

Previous experience working in an educational setting is desirable.