



Ruyton Girls' School

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ART STUDIO ASSISTANT

The Art Studio Assistant is responsible, in the first instance, to the Dean of Art and is ultimately responsible to the Deputy Principal, Head of the Senior School.

The Art Studio Assistant duties include:

(a) ADMINISTRATION

- requisitioning and ordering materials
- collecting materials and equipment from suppliers, as required
- word processing, as required
- preparing annual stock orders
- maintaining the asset register
- liaising with the Senior Library, as required
- liaising with the Junior School Art teacher and Technician
- organising and maintaining the Art displays around the School
- liaising with the Art Committee to assist with displays, exhibitions and competitions
- assisting in the co-ordination of the Annual Art Show on tasks including, but not limited to, the preparation of displays, invitations and signage.

(b) CLASSROOM ASSISTANCE

- assisting as an aid in the classroom
- preparing visual aids, materials and equipment for classes
- assisting with kiln stacking and firing.

(c) STUDIOS

- assisting Art Teachers to keep the Studios clean and organised and ensuring that high use materials are replenished
- preparing and disposing of waste materials, at times in conjunction with the Science Laboratory Manager
- maintaining and reporting on studio health and safety issues.