



Our Lady of
Mercy College

VISUAL ARTS TECHNICIAN

Application Package



Visual Arts Technician

Part Time, 0.52 FTE Ongoing, 3 Days

Introduction to the College

Our Lady of Mercy College Australind is a Catholic Co-educational Secondary College established in 2020 to serve the communities of Harvey, Brunswick, Collie, Leschenault, Australind and surrounding regions.

The College offers a supportive and enriching educational environment for students in Years 7-12, based on the Mercy Values. As well as the traditional learning areas, the College offers an extensive curriculum and continues to investigate future opportunities in a variety of Learning Areas to meet the demands of a growing College. Through a focus on global competencies, Our Lady of Mercy College equips our students with the skills and knowledge needed to address real-world issues for the next stages of their lives.

With a strong focus on Pastoral Care, Our Lady of Mercy College continues to strive for a culture of respect and positive relationships, placing the person first.

Overall Responsibility

Our Lady of Mercy College is seeking a skilled, organised and student-focused Visual Arts Technician to support the effective operation of the College's Visual Arts Department.

This role is integral to maintaining well-prepared, safe and engaging learning environments across classrooms and workshop spaces. The successful applicant will be responsible for preparing materials and equipment for classes and projects and may assist staff and students during practical lessons.

The Visual Arts Technician assists staff and students across a wide range of artistic processes, maintaining equipment, preparing materials, cleaning and supporting practical work in mediums such as woodwork, ceramics, mixed media, painting and emerging art technologies.

With strong organisational skills, initiative and attention to detail, the Technician will contribute to a productive and inspiring environment that supports student creativity and learning. The role may also involve additional duties as directed by the Principal, in response to the evolving needs of the College and its Visual Arts programs.



Duty Statement

1. Catholic Identity and Mission

- Contributes positively to the culture and ethos of the College through respectful relationships, professionalism and supportive interactions with staff and students.
- Maintains high standards of integrity, confidentiality and conduct that align with the expectations of a Catholic school environment.
- Seeks or maintains Accreditation to Work in a Catholic School.

2. Teaching and Learning

- Supports the Visual Arts learning program by ensuring classrooms, studios and workshops are organised, safe and fully prepared for lessons.
- Assists teaching staff by setting up equipment, preparing materials and maintaining resources to enhance practical, hands-on learning experiences.
- Helps facilitate a creative and productive learning environment by maintaining tools, consumables and equipment required for a wide range of art processes.
- Uses school resources and technology responsibly and safely.

3. Building Capacity of Self and Others

- Works efficiently both independently and as part of a team, contributing to smooth daily operations within the Visual Arts Department.
- Demonstrates initiative in problem-solving, time management and prioritising tasks during busy periods.
- Develops technical proficiency across a variety of art processes and technologies, supporting the evolving needs of the department.
- Assists colleagues through effective communication, organisation and the maintenance of reliable systems and procedures.
- Maintains professional and constructive behaviour at all times.

4. Engaging and Working with the Community

- Builds positive professional relationships with colleagues, students, suppliers and visitors through courteous and clear communication.
- Assists with preparing, packing and transporting artworks, equipment or materials for College events, exhibitions or community displays.
- Represents the College professionally when sourcing supplies, managing deliveries or coordinating with external providers.
- Ensures safe, clean and well-organised learning and storage spaces that reflect pride in the College's Visual Arts program.
- Respects and protects privacy and confidentiality.
- Contributes to a welcoming and inclusive community.



Selection Criteria

The individual appointed to the position of Visual Arts Technician must have:

- Demonstrated reliability, punctuality, strong time management skills and the ability to work both independently and collaboratively in a busy school environment.
- Effective communication and interpersonal skills, with a commitment to confidentiality, professionalism and supporting student learning in a creative, practical setting.
- Strong organisational and administrative abilities, including managing stock and storerooms, preparing classrooms and workspaces and completing basic computer and office tasks (Microsoft Office, Excel, emails, scanning, printing).
- Flexibility and competence across a wide range of art processes, with practical skills in using workshop tools (cutting, drilling, sanding, basic woodworking) and assisting with the preparation, construction and maintenance of artworks across multiple mediums.
- Ability to assemble, repair and prepare art resources and displays, and willingness to learn and use art technologies such as Cricut machines, airbrush equipment, screen printing systems, matt cutters, sewing machines and kilns.
- Experience in organising, maintaining and managing art equipment, tools and materials, as well as keeping art rooms clean, orderly and stocked.
- Knowledge of, and commitment to, safe work practices (WHS) in classrooms, workshops and storage areas.
- Possession of a valid C-class driver's licence, with the ability to transport stock or artworks using a personal vehicle or small hire van when required.
- Certificate III Visual Arts or equivalent or relevant industry experience is highly desirable.



Tenure and Conditions

Responsibility	Position reports to the Head of learning Area Visual Arts.
Tenure	Part Time, 0.52 FTE, Ongoing
Remuneration	As per the industrial agreement: Non Teaching Staff Enterprise Agreement 2014 & CEWA Salary Schedule .
Salary Packaging	A range of salary packaging options are available as per other Catholic school employees in WA. Allowable salary package items include the following: <ul style="list-style-type: none"> • Private health insurance • Payment of school fees • Childcare costs • Mortgage expenses or home rental • Novated lease (vehicle)
Leave	Entitlements as per the industrial agreement.
Working Pattern	8:00 am – 4:00 pm, 3 days per week, term time.
Position Requirements	<ul style="list-style-type: none"> • Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment. • Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment. • Current First Aid Certificate (to be obtained if not held). • On appointment completion of Mandatory Reporting Training. • On appointment completion of Staff Code of Conduct Training. • Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework.
Extra-curricular & After-hour Requirements	Fully support College activities by attendance at various extra-curricular and social functions where required. The activities include and are not restricted to Annual Commissioning Mass and Presentation Evening. These are examples of significant compulsory events for all staff.



General Information for Applicants

To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter
2. Curriculum Vitae, including copies of professional qualifications

Applications are to be received via email to olmca.humanresources@cewa.edu.au addressed to the Principal, Mr Vince Bellini, no later than 9:00 am, **Monday 13 April 2026. Applications after this deadline will not be accepted.**

The College reserves the right to close advertising early.

1. Cover Letter

Write a cover letter addressing the selection criteria, clearly stating the teaching position being applied for. This should be a maximum of two pages. Letters need to be addressed to the Principal, Mr Vince Bellini.

2. Curriculum Vitae

- Employment history
- Professional qualifications
- Reference to Accreditation held within the Catholic sector.
- Extracurricular qualifications and/or experience.
- WWCC (Working with Children Check Card) numbers and expiry date.
- Names and contact information of three professional referees. All will be contacted for the purpose of a verbal reference. If applicable, include a Parish Priest or Minister as a referee. Your three referees must include;
 - a person with whom you are currently working.
 - a person with whom you have worked in the past two to five years.
 - a current line manager.
- Provide copies of professional qualifications and Working with Children Check card.

Further information can be obtained by contacting the Vice Principal, Mrs Maree Maughan on 08 9720 3300.



Timeline

Monday 30 March	Position advertised
Monday 13 April	Closing date for applications
Wednesday 15 April	Shortlisting and interview invitations sent





Our Lady of
Mercy College

100 Leisure Drive, PO Box 220, Australind WA 6233. P: (08) 9720 3300
olmca.humanresources@cewa.edu.au | www.olmca.wa.edu.au