

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

VISUAL ARTS TECHNICIAN

Part time permanent position 4.5 hours per day, 5 days per week

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 18-hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment”. All CCGS staff participate in annual training in child protection. All statutory checks and references are required prior to confirmation of employment.

About the Role

We are seeking a highly organised and proactive Visual Arts Technician to support a busy and dynamic Visual Arts Department. This position combines hands-on technical support during school hours with the coordination of an engaging after-school art program. It is ideal for someone who enjoys working in a creative environment and can effectively manage both administrative and practical responsibilities. This role will work 5 days per week, from 11am to 3.30pm – 4.5 hours per day (flexibility is required).

Key Responsibilities

- Provide administrative and technical support to the Visual Arts Department
- Prepare and maintain art studios and classrooms
- Order and manage art supplies and equipment
- Coordination and administration of Visual Arts Cocurricular Program
- Assist teachers during practical lessons
- Support ceramics processes, including kiln operation
- Manage departmental administration (invoicing, stock control)
- Maintain safety documentation, including chemical registers (MSDS)
- Assist with exhibitions and liaise with internal teams regarding maintenance and events

About You

You will be a collaborative team member who thrives in a fast-paced environment and brings a positive, can-do attitude.

You will have:

- Experience or qualifications in Visual Arts (Ceramics, Printmaking, or Painting highly regarded)
- Strong organisational and time management skills
- Excellent attention to detail and administrative capability
- Confidence working with a range of art materials and equipment
- Intermediate computer skills (Microsoft Office; Adobe Creative Suite desirable)
- Strong communication and interpersonal skills
- Ability to work independently and manage competing priorities

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Why Join Us?

- Be part of a creative and supportive team
- Work in a vibrant school environment
- Opportunity to contribute to both curriculum and co-curricular programs
- Varied role combining hands-on and coordination responsibilities

Interested applicants should familiarise themselves with the School's Strategic Plan 'A School for Good Character & Practical Wisdom', available on our website at www.ccgsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan and participate in the professional learning expectations of the School.

To apply you are required to provide the following information/documentation:

- cover letter and CV, inclusive of the total number of fulltime equivalent years experience you have
- Statement(s) of Service for previous positions
- copy of your academic transcripts and other degrees or certificates, with conferred date(s)
- Working with Children Check number, *or be willing to obtain a paid worker check if successful*
- telephone numbers and details for referees that may be contacted during the recruitment process

Please email your application to the Human Resources Manager by 2.00pm, Monday 15 June 2026 to:
ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON 15 JUNE 2026. HOWEVER, WE WILL BE REVIEWING APPLICATIONS AS SUBMITTED, SO EARLY APPLICATION IS STRONGLY ENCOURAGED.

Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.