

<b>Job title:</b> Arts Studio Supervisor, Box Hill Community Arts Centre	
<b>Classification:</b> Band 2	<b>Effective Date:</b> September 2023
<b>Reports to:</b> BHCAC Coordinator	<b>Tenure:</b> Casual

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

To supervise the Box Hill Community Arts Centre's arts studios to ensure they are well resources with materials and are safe and clean working environments.

## Key Responsibilities

### *Position Specific Responsibilities*

- Maintain clean and tidy arts studios and storage spaces (Drycraft/Wetcraft) this includes monitoring and maintaining safety within the arts studios and storage spaces
- Monitor the supplies and storage of art, craft and clay materials used for courses offered by BHCAC and liaise with Program and Exhibitions staff, Kiln Supervisor and Coordinator for the purchase of materials
- Preparation of materials, resources and equipment for courses offered by BHCAC
- Liaise with BHCAC Tutors regarding Drycraft/Wetcraft studio needs and concerns
- Liaise with Program, Exhibitions, and Administration staff and Centre Coordinator regarding issues impacting on the operations of the art studios
- Prepare/maintain (JSA) Job Safety Analysis (JSA) and Material Safety Data (MSD) documents relevant to BHCAC courses
- Provide back up support to the Kiln Technician in the coordination of kiln procedures
- Ensure appropriate care and use of assets and equipment

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

The position is accountable for making recommendations on art stock supply purchase needs, alerting key staff of stock supply issues, and for keeping all art supplies stored in good condition.

In the Wetcraft area the position will be responsible for safely mixing those glazes prioritised by the Kiln Technician.

The position will ensure safety is maintained in the studios, including updating chemical safety data sheets and the ChemAlert register. The position will work with the Coordinator and/or other relevant program staff to rapidly address any safety issues identified.

## Specialist Qualifications, Knowledge, Experience & Skills

### *Certificates/Licences and Experience:*

- Relevant qualifications in pottery and arts
- First Aid Certificate
- Satisfactory National Criminal History Check
- Working with Children Check

### *Technology:*

- Ability to operate and maintain arts studio equipment including the pottery kiln, audio/visual tools and the use of grinders/drills
- Competence using Microsoft Computing software

### *Other Technical skills*

- Knowledge of arts/crafts technique, processes, applications and safe storage of chemicals
- Ability to monitor arts supplies and equipment

## Interpersonal Skills

Effective communication and organisational skills enabling productive liaison with tutors, patrons and other staff.

## Key Relationships & Management Skills

The position requires the ability to effectively and consistently liaise with Programs, Exhibitions, Kiln and Administration staff regarding the progress of Drycraft/Wetcraft studio requirements

## Notes and Comments

- The position requires an understanding of pottery/ceramics industry best practice and safety standards. The position will manage a variety of tasks concurrently with minimal supervision, incorporating practical problem solving
- The position includes an inherent physical requirement to work with art and pottery equipment. Short listed candidates may be required to attend a pre-employment medical examination
- The position may be required to attend meetings and training sessions
- This position sits within the Arts and Cultural Services Department, as part of the Cultural Infrastructure Team. As such the position may occasionally be required to work at other Council sites
- Hours will be negotiated with the incumbent. Some after hours and weekend work may be required

## Key Selection Criteria

1. Relevant qualifications in pottery and arts
2. Knowledge of and practical experience in art studio operations particularly pottery studios
3. Ability to monitor arts supplies and equipment
4. Relevant qualifications and experience to effectively operate and maintain kilns and other art/craft equipment
5. Knowledge of and commitment to occupational health and safety within an arts context

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	<input checked="" type="checkbox"/>	Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	<input checked="" type="checkbox"/>	Always	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	<input checked="" type="checkbox"/>	Often	
<b>Standing</b> Tasks involve standing in an upright position	<input checked="" type="checkbox"/>	Often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	<input checked="" type="checkbox"/>	Sometimes	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	<input checked="" type="checkbox"/>	Sometimes	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	<input checked="" type="checkbox"/>	Often	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	<input checked="" type="checkbox"/>	Often	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	<input checked="" type="checkbox"/>	Sometimes	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	<input checked="" type="checkbox"/>	Always	

**Any other relevant comments:**