Position Description

Multimedia Graphics Aide

OVERALL PURPOSE OF THE POSITION

The position of The Multimedia Graphics Aide is in both the Visual Arts and Design and Technology departments.

The purpose is to facilitate students' multimedia projects within the HSC Body of Work and HSC Major Design Project courses (stage 5 & Stage 6).

The position is also to provide support for teachers with software applications and specialist machinery.

PRIMARY DUTIES & RESPONSIBILITIES

- Proficient in Adobe Creative Suite, specifically Photoshop, Illustrator, InDesign and Premiere Pro. It would also be an advantage for the applicant to have experience in using a broad range of audio and visual equipment.
- Proficient with studio photography and videography, including manual shooting and studio lighting configuration.
- Familiar with computer-controlled devices such as laser cutters, 2D and 3D printers and scanners.
- Provide training and create support material to staff and students in the use of a wide range of computer applications.
- Liaise with the IT Department to ensure computer resources are available to staff and students in a seamless and efficient manner.
- Responsible for the documentation, archiving and digital display of students' work.

SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES ESSENTIAL TO THE JOB

- Commitment to supporting the Christian values and ethos of Barker College.
- Intelligent, lateral thinker.
- Self-assessing.
- Innovative/creative personal style.
- Exceptional personal standards of honesty, integrity and professionalism.
- Team Player.
- Strong service orientation with the ability to foster a strong service culture.
- Strong leadership skills, underpinned by a genuine interest in people.
- Excellent presentation skills.
- Highly refined communication skills, both written and oral.
- Strong motivation, influencing and team-building skills.
- Strong people management and development skills and orientation.
- Strong negotiation skills.
- Commitment to the School's Mission, Vision and Values.
- Commitment to fostering a collegial, respectful and supportive workplace culture.

ACCOUNTABILITY

Child Safety
Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General
Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Conduct, complaints and performance management procedures.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Flexible working hours

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **Head of Curriculum and Academics**

The Immediate Manager: **Head of Visual Arts**

This position: **Multimedia Graphics Aide**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Multimedia Graphics Aide**.

Approved by Head of Visual Arts in October 2026.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: **[candidate_name]**

Signature of Staff Member: **[acceptance_status]**

Date: **[acceptance_date]**