



**Founded in 1930, St. George's School of Montreal is a private English co-educational, non-denominational school that provides student-centred education of the highest quality within a spirited, engaging, creative and cooperative environment. A leader in Progressive Education, our philosophy encourages an individualized approach to teaching and learning while fostering excellence and rigour within our classrooms.**

## **Visual Arts and Media Studies Art Technician**

Part-time contract position between 15 to 20 hours a week  
August 17, 2023 to June 28, 2024

### **Description:**

Under the supervision of Visual Arts and Media Studies Department Head, the Art Technician is responsible providing support to the teachers in the department and assist both faculty and their students when required with respect to their art/design/media work

### **What you will do:**

- Clean and organize department materials in both art rooms, maintain inventory and order materials
- Assist the Dept. Head in researching new products, testing materials; help build Annual Orders List for the following academic year
- Follow-up on collaborative creative projects, cleaning, organization requests and repair requests
- Plan displays with Dept. Head and other dept. faculty, curate student work for display and mounting work
- Maintain displays for quality control or damage; repair damaged works
- Assist in annual website development, physical vernissage development and opening night, and Open House
- Support faculty in-class when requested during more complex units (ex: fibre, clay, media)
- Fulfill other duties as required

### **Skills, Experience and Attributes Required:**

- DEC in a related field
- One (1) year of relevant experience
- Strong knowledge of Adobe Photoshop\* and Premiere Pro\*
- Experience in education an asset
- Bilingualism an asset

### **Who you are:**

- Highly organized and hardworking
- Professional and collaborative
- Able to work in a fast-paced, active environment
- Flexible and creative

St. George's School of Montreal values diversity in cultural and socio-economic backgrounds. We strive to see the broader community reflected in our school. Respect and appreciation for that diversity are encouraged amongst students, staff, faculty, administration, and parents, which, in turn, fosters a shared experience amongst all members of the St. George's community.

St. George's is proud to offer a generous benefits plan, access to the public employees' retirement plan (RREGOP), career development opportunities, fitness centre facilities and proximity to Mount-Royal.

St. George's is strongly committed to employment equity within our community, and to recruiting a diverse faculty and staff. We encourage applications from all qualified candidates, including women, members of visible and ethnic minorities, Indigenous persons, and persons with disabilities.

Please submit your curriculum vitae and cover letter by **5 pm on Monday, June 5, 2023** to:

**Ioanna Barkoulas, CHRP**  
Human Resources Service Partner

3100 The Boulevard  
Montreal, QC H3Y 1R9

[humanresources@stgeorges.qc.ca](mailto:humanresources@stgeorges.qc.ca)

*We thank all candidates for their interest in the above position; however only those selected for interviews will be contacted.*