



JOB OPENING

POSITION:	Departmental Assistant – Visual Arts
REPORTS TO:	Principal – High School
WORK LOCATION:	High School

PURPOSE

Under the supervision of the Head of Creative Art Department in the High School (HS) and HS Principal, the Visual Arts Departmental Assistant will work closely with the Head of Creative Arts Department and Visual Arts Teachers. The Departmental Assistant primary responsibilities relate to the areas of Ordering and Managing Art Supplies, Preparing Artworks for Display, Erecting Art Exhibitions, and Maintenance of Art Equipment. Attending to these responsibilities ensure visual arts classroom, curricular programs and exhibitions operate at optimum potential.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. College/University graduate (Major in Visual Arts is preferred)
2. Proven experience in handling and managing art supplies
3. Preferred experience in preparing artworks for display and art exhibition set-up
4. Fluent in written and spoken English and Bahasa Indonesia
5. Excellent personal communications skills when working with students, faculty, parents and colleagues
6. Knowledge of modern office practices and procedures, including filing systems
7. Demonstrated experience using Microsoft Office (Word, Excel and Powerpoint), Macintosh Software (Pages, Numbers and Keynote) Oracle and Macintosh computers.
8. Preferred experience in Adobe Creative Suite software (Photoshop and Illustrator)
9. Preferred experience in ceramics
10. Preferred experience in basic use of hardware/building tools
11. Ability to understand and carry out oral and written directions
12. Helpful, cooperative, flexible and able to interact effectively with students, faculty, parents and co-workers
13. Clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Provides and prepares all required materials, supplies and equipment for instructional spaces punctually to fully support the teaching process
2. Organizes and upkeeps an inventory of visual arts supplies
3. Maintains visual arts equipment
4. Liaises with local vendors for visual arts supplies and equipment
5. Submits GoFMX work orders and follows-up with facilities pertaining to art exhibitions and learning spaces
6. Inputs all related local and overseas purchase requests procurement system
7. Provides assistance to other Creative Arts Department Assistants in support of all Creative arts programs
8. Performs administration duties such as computing, making telephone calls and collecting messages for teachers
9. Performs self-development activities and professional learning to upgrade job competency
10. Performs other directed tasks and duties as required for organization business (such as participates in class/School's activities or events, attends workshops organized by JIS and as assigned by the Visual Arts Teachers and HS Principal)

Builds Positive Interpersonal Relationships

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

Ongoing Professional Growth

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Apply to: recruitment@jisedu.or.id