

*Empowering Women*

*Branksome Hall Asia*  
Visual Arts Technician

JOB DESCRIPTION



**BRANKSOME  
HALL ASIA**

INTERNATIONAL SCHOOL FOR GIRLS

Title: Visual Arts Technician

**Skills & Qualification:**

- Post-secondary degree
- Fluency in both English and Korean language
- Competent in MS Excel and Word
- Strong organizational and interpersonal skills

**Roles & Responsibilities:**

- Assist Visual Art teachers and students with practical tasks
- Organize the cleaning and good order of the Visual Art Studios and the storage facilities
- Promote Art Exhibition within the school and help arrange Arts/Service community projects
- Work with the procurement department to facilitate the ordering of materials and equipment
- Keep stock records, advise on stock control/replacement, receive equipment/materials and maintain and inventory system
- Undertake other appropriate Visual Arts tasks as requested by department staff and Director of Business and Administration.

**School Address and Contact Information**

**Branksome Hall Asia,**  
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