



## ART AND CRAFT STUDIO ASSISTANT

**FTE 0.2 | LSL Replacement Position Term 3 and 4, 2025**

Melbourne Rudolf Steiner School (MRSS) is a K – 12 co-educational, non-denominational school situated in the outer eastern Melbourne suburb of Warranwood.

**We are seeking a part-time Art and Craft Studio Assistant for a 6-month long service leave replacement position commencing in Term 3.**

### **Main duties will include:**

- Assisting teachers to prepare the studio equipment/materials for classes
- Maintain/clean/mend the equipment/materials in studios
- Order/maintain the stock
- Assist in organising/hanging exhibitions
- Maintain the art office and storeroom
- Provide general secretarial duties including online ordering, emails and word processing
- A basic knowledge of Mac computers would be desirable.

### **How to apply:**

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees, **by Thursday 19<sup>th</sup> June 2025.**

### **Email:**

Attn: Art Group

[office@mrss.vic.edu.au](mailto:office@mrss.vic.edu.au)

### **Child Safety Standards:**

MRSS is committed to ensuring child safety. MRSS has zero tolerance for child abuse and has in place policies and procedures to uphold the Victorian Child Safe Standards to ensure a child-safe environment. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at MRSS has a crucial role to play to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.

