With a reputation for excellence spanning of 70 years, The Alice Smith School is one of the most prestigious and well established British Curriculum School in South East Asia. It is fully accredited as a British School Overseas by the Department for Education in London.

In line with our expansion, we are looking for a:

**ART/MEDIA TECHNICIAN**
(Equine Park – Seri Kembangan)

We are looking for an Art/Media Technician to work in our Art and Media Departments. This person will need to support the technical needs of these departments.

**Art Responsibilities**
- Prepare resources and teaching spaces for lessons.
- Assist in preparing for school events involving Art.
- Assist in the purchasing process.
- Work with the Art Department to prepare Art-related school publications.
- Provide technical advice to staff and students.
- To complete all reasonable technical tasks.

**Media Responsibilities**
- Maintain Media equipment.
- Issue Media equipment to Students.
- Prepare resources and teaching spaces for lessons, including the studio and recording equipment.
- Film and edit events and materials relating to Media.
- Assist in preparing for school events involving Media.
- To complete all reasonable technical tasks.

**Required Skill Set**
- Excellent time management, forward planning and organisation skills.
- Excellent communication skills (with students, adults and working as part of a team).
- Literate in Apple Mac and Adobe Software (Illustrator, Photoshop, Indesign, iMovie).
- Proficient in photographic and film equipment; knowledge of lighting is desirable.
- A background in art and technology would be an advantage.

Interested candidates are invited to apply online **before 14 October 2016** to:
The Alice Smith Schools Association
Email: recruitment@alice-smith.edu.my
(Only shortlisted candidates will be notified for interview)