

PERFORMING ARTS ASSISTANT

The Performing Arts Assistant is appointed by the Principal and is accountable to the Business Manager and day to day direction from the Instrumental Music Coordinator.

The Performing Arts Assistant works collaboratively with OLMC music and performing arts staff and students to support the College's music and performing arts curriculum and events. She/he has particular responsibility for providing administrative assistance to the Instrumental Music Coordinator and Performing Arts Learning Leaders.

The Performing Arts Assistant takes on a role based on a model of Christian service. She/he derives authority from the Principal and is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of compassion, justice, courage and joy.

KEY RESPONSIBILITY AREAS

Daily Management of Instrumental Music Lessons

- Assist Students/Parents with enquiries about lessons, learning an instrument and finding a staff member.
- Manage the daily timetable, including changes to lessons at student or teacher request and inform students and parents of these changes when needed.
- Maintain parent contact data.
- Manage daily contact with instrumental teachers on behalf of Instrumental Music Coordinator.
- Liaise with Instrumental Music Coordinator regarding accounts.
- Keep detailed asset register of instruments as well as up to date instrument hire register
- Place reminders on outlook calendar for students in regards to lesson times each week
- Return calls and emails from parents on behalf of Instrumental Music Coordinator when required
- Format letters, invitations to school events, programs etc as required
- Copy music material for instrumental music staff and Performing Arts Staff as required – bind scripts, create booklets when needed for ensembles
- Supervision of practice rooms during lunchtime and recess
- Keep timetables displayed in music foyer up to date when changes occur

Administration assistance for Performances (concerts, recitals, musicals other productions)

- Assist with the production of flyers, programs, tickets and notices as required.
- Assist with the management of front-of-house administration, including ticket sales, displays and decorations.
- Assist with the management of front of house in particular tea/coffee, snack bar, rostering parents to help
- Photocopy and disseminate scripts and musical scores.
- Assist with costume coordination (fittings, hiring, borrowing, storage).
- Liaise with Community Development Coordinator regarding catering for music events and opening night events for productions.
- Assist with management of ticket sales and enquiries.
- Must be available for out of hours work including evenings and weekends when required

Administration of Performing Arts and Instrumental Music

- Manage bookings of OLMC's Mercedes Hogan Theatre (MHT), hall and lecture theatre for lessons and ensemble rehearsals as required.
- Assist with the storage, maintenance and use of props, sets and AV equipment.
- Maintain music/DVD library. Keep records of the borrowing of music by instrumental staff from the music library
- Assist in the hiring and borrowing of costumes, props, sets audio/tech equipment and instruments.
- Maintain the costume storage room
- Complete accurate records of students involved in performing arts activities and provide co-curricular data on the portal for each event they participate in.

Other

- Assist the Admin Department of OLMC when required as well as work in other areas of the school during holidays, in-service days, etc.
- Provide administration support for the Debating events as required.
- Provide assistance to the Community Development Coordinator as required.

Child Safety

- Be familiar with and comply with the College student-safe policy and code of conduct, and any other policies or procedures relating to student safety
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive. The Performing Arts Assistant will be expected to carry out other duties from time to time that are broadly consistent with the position description.

ACCOUNTABILITY

Reports to: Instrumental Music Coordinator

Internal liaisons: Instrumental Music Coordinator, Performing Arts Learning Leaders, staff, students and parents

External liaisons: Contractors, suppliers, local community businesses and organisations

CONDITIONS

Conditions are as per the Victorian Catholic Multi employer Agreement 2018 and OLMC employment policies. This is an Education Support Employee Category C position.

The expectation is that the successful applicant will be prepared to work outside or beyond normal school times to support College performances and events. In such instances time in lieu arrangements will be negotiated.

Hours of Work: 22 hours per week.

Annual Leave: Seven weeks annual leave during school holidays. This is taken as one week in each of the school holiday periods and the remaining weeks during the December/January break.

Key Selection Criteria

1. An understanding of the ethos of a Catholic school and its mission and an understanding of liturgy and faith based activities.
2. Highly developed interpersonal skills and demonstrated experience in working with a range of stakeholders.
3. Excellent organisational skills and the ability to be flexible, proactive and resourceful.
4. Energy and a desire to work in an environment that values continuous improvement.
5. Well-developed written communication skills and highly proficient computer skills, particularly in Microsoft Word, Excel, and database management.
6. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students.

Date: November 2018