



### Position Description

<b>Position:</b>	Arts Coordinator
<b>Department:</b>	Arts
<b>Responsible To:</b>	Abbey Brown, Head of Learning Area Alison Price, Director of Arts
<b>Engagement Type:</b>	Permanent
<b>Purpose:</b>	To support the school's vision of delivering a great all-round education. To continue to develop and implement action plans to achieve the goals/targets set out to increase participation in the Arts. To support staff with management of extra and Co opportunities. To further promote creativity and a range of Arts based experiences.

### KEY RESPONSIBILITIES/JOB DUTIES

#### Key Responsibilities

The Arts Coordinator will support the Director of Arts/Head of Learning - Arts with implementing action plans to achieve the goals and targets set out to:

- Develop and maintain pathways for excellence and high performance
- Enhance the profile of the Arts and Culture within the school and the greater community including;
  - Seeking performing artists, guest speakers and mentors and;
  - Manage logistics for visiting speakers/performers
- Communicating and promoting the Arts within the school community and wider community including newsletters, support of fundraisers, updates to websites and social media

The Arts Coordinator will demonstrate leadership, a passion for youth education through Arts, excellent organisation and communication skills and the ability to work efficiently and effectively with a wide range of people.

#### Key Tasks will include:

- Administration and logistics of events/shows (eg the annual school musical), including;
  - Communications with families
  - Ticketing
  - Creation of programmes, runsheets, booklets as required per event
  - Advertising/Sponsorship
  - Marketing
  - Catering
  - Training and supporting front of house staff
  - Theatre bookings and churns
  - Building relationships with primary schools and community groups
  - Creation of itineraries
  - Booking transportation and accommodation
  - Development of trip budgets
  - Providing assistance with invoicing and payments for trips and events (via KAMAR)
  - Completing trip registrations (SOPS/KAMAR Groups/HARMS forms/Permission forms etc)



- Support Arts Department Resource Management via;
  - Management of budgets
  - Obtaining quotes and raising purchase orders
  - Purchasing of equipment and supplies
- Support Teaching staff by performing the following functions utilising systems such as KAMAR, School Calendar etc;
  - Assist with itinerant music timetables
  - Assist with communications to families
  - Scheduling Arts Calendar and sending reminders
  - Upskilling trip organisers
  - Liaison with Arts student leaders
  - Assisting teachers who run extra-curricular activities
  - Training teachers on how to complete trip registration packs
- Support events/performances for Arts
- Maintain confidentiality in accordance with school policies, the Privacy Act and act with discretion in dealings with students and parents
- Other tasks as requested

## Competencies/Attributes

- A passion for youth education through arts and culture
- Demonstrate leadership skills and initiative
- Excellent organisation and communication skills and the ability to work effectively with a wide range of people.
- Technical skills, ability to learn new software/technology with ease
- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*