



EDUCATIONAL SUPPORT – PERFORMING ARTS & CO-CURRICULUM ASSISTANT POSITION DESCRIPTION

The Educational Support – Performing Arts & Co-Curriculum Assistant provides support to the Performing Arts, Cultural and Co-curricular areas of the College. This person is responsible to the Principal via the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator. The person will provide support and assistance to the Performing Arts and Co-Curricular Domains with the planning and delivery of quality programs, productions and events at the College.

Qualifications/Experience Requirements to Meet Objectives:

- Working knowledge of MS Office applications including Excel, Word, PowerPoint and Outlook.
- Understanding, or willingness to learn high level use of TryBooking.
- Level 2 First Aid qualification (will be provided by the College).
- Skills and experience in arts/education administration.
- High level interpersonal skills, written and verbal communication.
- Enthusiasm, motivation and initiative.
- Ability to work independently and as part of a team.
- Positive and professional presentation.
- High level customer service skills and the ability to strive for continual improvement.
- A commitment to ongoing personal and Professional Development.

Working Relationships:

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff, students, contractors and suppliers.

Freedom to Act/Decision Making:

- The position, in conjunction with the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.

Key Results Areas and Accountabilities:

- Have an interest in the Performing Arts & Cultural/Co-curricular life of the College and in working with young people.
- Assist with the organisation and preparation of materials for both classroom and co-curricular programs/events and provide administrative support.
- Assist the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator with the preparation and editing of handbooks, schedules and other administrative assistance as required.

- As required by the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator, assist with the coordination of areas such as costumes, sets, props, basic technical operation of AV, marketing, ticketing and any other support for school production, classes and other Performing Arts/Co-curricular events.
- Provide administrative and practical assistance for Performing Arts/Cultural and Co-Curricular events that appear on the annual school calendar, including, but not limited to school productions, Top Acts Performing Arts Concert, Awards evenings etc.
- Efficient and effective coordination of the Sessional Dance program (including enrolments, coordinating timetabling, attendance, rooming, accounts, communication with teachers, parents and students as required).
- Provide administrative assistance in Dance, Drama and Performing Arts classes across all year levels P-12.
- Where required, attend and assist on Performing Arts and Co-Curricular incursions and excursions.
- Assist with ordering and storage of materials in all domain areas.
- Handle the maintenance, cataloguing and hire of equipment relating to all subject and co-curricular areas.
- Provide administrative and practical assistance at co-curricular events as required, such as school production rehearsals.
- Contribute to the College in a wider context and in other curriculum and co-curriculum areas.
- Maintain a clean, safe and organised learning environment that meets the needs of students and teachers.
- Taking minutes at meetings as required by the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator.

Personal Attributes:

- Ability to work with a minimum of supervision.
- Ability to be a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Marymede Community i.e. staff, students and parents (both prospective and current).
- Discretion and confidentiality.
- Flexibility
- Punctuality.
- Professional attire at all times.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCEMEA 2013*.

This role involves out of hours / weekend work at peak times.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*. The position would be recompensed according to the scale for a full time Educational Support Category C depending on experience and qualifications.
- The Educational Support – Performing Arts & Co-Curriculum Assistant is entitled to Seven (7) weeks Annual Leave. One (1) week will be taken during each school holidays break by agreement with the Performing Arts Domain Leader and the Cultural Co-Curricular Coordinator. The remaining Four (4) weeks to be taken during the end of year holiday break.
- Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.
- Hours of employment are: 8.30am to 4.06pm, Monday to Friday (30-minute unpaid lunch break).