



## Performing Arts Administrator

---

### Job Description (Support Staff)

**Name:**

**Position:** Performing Arts Administrator

**Reporting to:** Head of Performing Arts, Head(s) of Music, Heads of Dance and Drama

**Responsible to:** Business Manager

**Hours of Employment:** 30 hours per week, 40 weeks per annum (term time only).

**Type of Contract:** Support Staff in Schools Collective Agreement

	Key Tasks	Expected Outcomes
1	EOTC SchoolBridge applications and forms, Trips/Competitions – Help coordinate competition entries, bus bookings, concert/performance bookings, student lists. Assistance with camp EOTC administration.	<ul style="list-style-type: none"><li>• Assistance given to staff before trips – bus quotes obtained and booked.</li><li>• Competition entries and EOTC forms submitted by the correct date</li></ul>
2	Music Lessons – using SchoolBridge to help set up lesson lists, organise times, chase up students who miss lessons, email parents about fees due, noticeboard maintenance. Weekly email to parents of students who do not show up to their Music lesson.	<ul style="list-style-type: none"><li>• Noticeboard up to date.</li><li>• Lists put up and presented well.</li><li>• Lesson passes distributed each term.</li><li>• All student fees up to date.</li></ul>
3	Attendance - help keep records of students who have attended rehearsals. Assist Music teachers to follow up on absentees. Where possible attend the starts of rehearsals for attendance, Music requirements and ensemble needs.	<ul style="list-style-type: none"><li>• Staff receive updated rolls showing who is absent.</li><li>• Absent students called up by staff to explain absence.</li></ul>
4	Assist with the preparation, promotion and organisation of performance events, productions, performance evenings, and concerts.	<ul style="list-style-type: none"><li>• Music, Dance, and Drama team supported to put on performance events, evenings, and concerts which sustain a professional, high-quality product.</li></ul>
5	Assist with ensemble music folders, help coordinate photocopying of Music, lamination of other resources.	<ul style="list-style-type: none"><li>• Head of Music assisted with ensemble music setup and the creation of other resources for the department.</li></ul>

	<b>Key Tasks continued</b>	<b>Expected Outcomes</b>
6	Performance Uniform – Distribute, collect in and check maintenance of Music Performance Uniform, including coordination of hireage/purchase fees.	<ul style="list-style-type: none"> <li>• Required uniforms issued and maintained correctly.</li> <li>• Uniform fee recorded and balance is communicated to Head of Music.</li> </ul>
7	Maintain music library and order music. Filing and sorting of music (choir and bands), resources and past work.	<ul style="list-style-type: none"> <li>• Music scores easy to find/share.</li> </ul>
8	Photos – Support with storage of photographs for Long Bay College Yearbook, website, newsletters, social media publicity postings.	<ul style="list-style-type: none"> <li>• Photographs stored and selected for school website, newsletters, social media publicity and school yearbook.</li> </ul>
9	Source best prices/assist in preparation of funding applications for instruments and other fundraising initiatives. Instrument hireage and lending out – coordinate inventory and collection of instruments at the end of the year.	<ul style="list-style-type: none"> <li>• Inventory lists kept up to date and checked off.</li> <li>• Stocktake of instruments undertaken.</li> <li>• Exact numbers of all instruments easy to find – hireage of instruments managed effectively.</li> </ul>
10	Assist in stocktake accountability of resources.	<ul style="list-style-type: none"> <li>• Missing items accounted for in annual stocktake.</li> </ul>
11	Order gear (on instructions from Head of Music) –source best prices, sometimes go to shops to pick up new gear/repairs.	<ul style="list-style-type: none"> <li>• Best prices sourced for new gear.</li> <li>• Correct deliveries checked off.</li> </ul>
12	Help in the processing of invoices and settling accounts. Setting up the charges for Performing Arts trips, music lessons and other faculty activities, and following up on these.	<ul style="list-style-type: none"> <li>• Assistance provided to Performing Arts faculty in making sure invoices are submitted and paid on time.</li> <li>• Support provided with Budget Spreadsheets.</li> <li>• Payments checked from parents to accounts on a term-by-term basis and followed up if late.</li> </ul>
13	Other duties as required to support the Performing Arts faculty, at the direction of the HOF of Performing Arts.	<ul style="list-style-type: none"> <li>• Performing Arts faculty supported.</li> </ul>

## Person Specifications:

1. Have the ability to work in a team with a common goal.
2. Have a high level of self-motivation coupled with flexibility.
3. Enjoy working with young people.
4. To be able to gain the confidence and respect of students in order to influence their behaviour.
5. To be a positive role model for students by:
  - a. Maintaining personal standards of dress and presentation appropriate for a member of the teaching/support staff profession.
  - b. Observing professional standards of behaviour at all times while at school or on school-related activities.
  - c. Valuing excellence and personal achievement.
  - d. Demonstrating a commitment to the welfare of others.

### Accountability:

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

### Job Description Approved By:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ CJ Healey, Principal

Date: \_\_\_\_\_

**NOTE:** This job description is intended to focus on the important tasks and responsibilities of this position. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above