



POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT – PERFORMING ARTS

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

To provide administrative support and assistance to the Performing Arts Learning Area and the Alan Ross Centre.

REPORTS TO: Learning Leader – Performing Arts

KEY ACCOUNTABILITIES

- Act as Reception for Performing Arts, ensuring a pleasant and courteous manner to all parent, student and staff enquiries.
- Provide administrative support and assistance in the daily operations of the Performing Arts Learning area, including to the Learning Leader – Performing Arts, Performing Arts teachers and Music Tutors.
- Provide administrative support and assistance in the daily operations of the Alan Ross Centre, including to the Learning Leader – Performing Arts and the Theatre Technical Services Officer.
- Maintain accurate records using Music Monitor software for music student management, accounts and payroll purposes.

PERFORMANCE EXPECTATIONS

Performing Arts

- Provide administrative support to the Performing Arts Learning Area.
- Use Music Monitor on a daily basis to record and create the following: staff information, student details, attendance, roll taking, awards, ensemble details, exam schedules, exam results, excursions, instrument hire, performances, billing and tuition, timetabling, tracking music department resources, progress reports and timesheets for music tutors.
- Liaise with parents, students and staff as required ensuring communication is of a professional standard.
- Respond to queries from families regarding private music lessons.
- Maintain accurate recording of student attendance for private music lessons, ensemble and rehearsals.
- Liaise with Performing Arts staff to resolve any room or timetable clashes that may arise.
- Oversee the administration of instruments, accessories and assets including ordering, numbering, registering, organising repairs, servicing, distributing to staff and students and ensuring instruments and equipment are kept in good condition.



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- Oversee the administration of music books including ordering, covering, numbering, cataloguing, distribution and collection.
- Produce music record books that are used by teachers to keep records of student attendance in classes, ensembles, extras and private lessons.
- Provide support to instrumental music tutors for all music exam and performance certificate requirements.
- Provide administrative assistance to the Learning Leader – Performing Arts with the co-ordination of AMEB examinations.
- Liaise with the Marketing and Community Relations team to ensure Performing Arts updates are included in relevant publications.
- Liaise with the Accounts department regarding accounts, invoices, lessons fees, instrument hire charges, billing, tuition and music tutor timesheets for payroll purposes.
- Liaise with the Human Resources team for all staffing matters relating to Music Tutors and Music Teaching staff on behalf of the Learning Leader – Performing Arts.
- Provide Support to the Performing Arts staff with the organisation and promotion of key programs and events such as:
 - Recitals
 - Performances
 - Productions
 - Excursions, incursions and camps
- Record co-curricular Performing Arts programs and student involvement in TASSweb.
- Attend Performing Arts staff meetings (by negotiation with Direct Report).
- Relieve on Reception/Switchboard as required.

Alan Ross Centre

- Process all enquiries in relation to the use of the Centre, for both internal and external users.
- Maintain the booking calendar for all internal and external events of the Centre.
- In consultation with the Learning Leader - Performing Arts, the Theatre Technical Services Officer and the Accounts Office, prepare and maintain hire agreements, quotations and billing calculations for external hirers, in line with booking protocols and fee schedules.
- Administer TryBooking processes (e.g. event set-up and banking) for all relevant events (internal and external).
- Participate in ARC staff meetings and liaise with the Learning Leader - Performing Arts and the Theatre Technical Services Officer on all bookings, including hire, staffing and set-up requirements.

KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- Computer skills – sound knowledge of the Microsoft Suite and advanced skills in Word and Excel
- Knowledge of Adobe desktop publishing software an advantage.
- Ability to manage and operate computerised student administration software, in particular relevant modules of TASSweb (i.e. Student Records, Attendance, and Teacher Kiosk.)
- Demonstrated experience in Performing Arts administration preferred
- Knowledge and experience of Music Monitor software an advantage.
- Strong organisational and administrative skills with the capacity to manage multiple tasks.
- Demonstrated discretion and respect for confidentiality.



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- Demonstrated initiative and flexibility.
- Capacity to work independently or as part of a team.
- Ability to work under general direction and to remain calm under pressure.
- Strong customer service skills and the ability to Communicate effectively with a range of people.
- Commitment to professional learning and growth.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management training preferable.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Current Working with Children and National Criminal Record Checks.

TERMS AND CONDITIONS

Commencing in January 2026, this is a part-time position 0.65 FTE. Hours of work will be 8.30am to 12:45pm (Monday, Tuesday, Thursday) and 8:30am – 3:15pm (Wednesday and Friday) with 10 weeks annual leave (5 weeks paid, 5 weeks unpaid).

The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023* and the *Educational Services (Schools) General Staff Award 2020*. As such, the position is classified at Grade 3 level.

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.