

Position Description

Musical Choreographer

POSITION	Musical Choreographer
RESPONSIBLE TO	Director of Music/Musicals
CLASSIFICATION	Casual
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Director of Music Human Resources Manager
ISSUE: 01	DATE: November 2025

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

1. Key responsibilities:

Choreography

- 1.1. Create and develop choreography that aligns with the creative brief, music and production concept
- 1.2. Teach choreography to performers and support them in developing technique, timing and expression
- 1.3. Work collaboratively with the Director of Music, Producer, Director, Musical Director and Vocal Director to ensure cohesive artistic outcomes
- 1.4. Ensure movement practices align with occupational health and safety standards

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Preparation and Auditions

- 1.5. Attend and assist with auditions as scheduled by the Producer and Director
- 1.6. Liaise with the Director of Music, Producer, Director, Musical Director and Vocal Director throughout the process
- 1.7. Attend production meetings when required
- 1.8. In consultation with the production team, help create a rehearsal schedule
- 1.9. Attend auditions at Siena College and St Kevin's College and help cast

Rehearsals

- 1.10. Attend rehearsals whereby dance directing is required. Please note you will not be required for every rehearsal (rehearsals will be on Mondays and Thursdays).
- 1.11. Attend approximately two - three Sunday rehearsals (dates TBC)
- 1.12. Attend dress rehearsals in production week (dates TBC)

2. General accountabilities for all Staff

- 2.1. Demonstrate duty of care to students in relation to their wellbeing
- 2.2. Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 2.3. Adhere to the College professional dress code for staff
- 2.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 2.5. Demonstrate professional and collegial relationships with colleagues
- 2.6. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- 2.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 2.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 2.9. Be familiar with and comply with all College policies and procedures