

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Performing Arts Administrator
Campus:	Narre Warren South
Employment Status:	FTE 0.9
Reports Directly To:	Head of Music (Primary) Head of Performing Arts (Secondary)

Role

The Performing Arts Administrator role exists to support the directors of the Annual College Production (Primary/Secondary) and the other major Drama and Music Productions in the Primary and Secondary schools. Every day will present different challenges and opportunities to promote and support the work which is undertaken by the teachers in the department.

Ministry Specifications

Productions

Provide administrative support to the Production Team, including, but not limited to:

- High-level communication with parents and staff regarding production related matters (via email, school management system and telephone).
- Organise and create cloud-based database management and record keeping for Production related files including performer contracts, parental communication and staff/parents volunteer database
- Organise sponsorship for the annual Production, creating sponsorship packages and liaising with local and College parents' businesses
- Coordinate and facilitate fundraising
- Oversee show bookings and ticketing in consultation with General Admin Staff
- Oversee foyer aesthetics, themed according to the show (inclusive of Ticket Booth, Program Sales, Café, etc)
- Provide logistics support, including the booking of meetings and rooms for rehearsals and performance, student lists and attendance
- Management and facilitation of show licencing, copyright, materials hire and returns
- Oversight of the Costumes Department, facilitating the hire or construction of costumes, gaining quotes, making payments and picking up and returning hired costumes. This also involves organising a team of skilled people to facilitate costume related jobs such as costume design, making, sewing and purchasing (when not hired) and acquiring cast member measurements
- Provide assistance to the Producer in the acquisition of renting and purchasing stagecraft technology and/or facilitate the construction and coordination of sets and prop, including but not limited to:
 - Building, painting and general construction of sets and props
- Engage sound and light professionals and their equipment in conjunction with the Tech Director
- Marketing: including social media updates, articles for the College Newsletter, print

media on school grounds and in the local community. Collation and facilitation of any Performing Arts photos taken throughout the year

- Organisation of professional photography for programs and College promotions
- Creation of artwork eg: for banners and posters, etc
- Oversee the running of the annual Production Café, including food and drink ordering, staffing, design, set up and pack down
- Attendance for at least part of all scheduled Saturday rehearsals, all annual Production shows and major Performing arts Events; or to be responsible for assigning Student Welfare Monitor
- Oversee parent and student volunteers and organize working bees
- Post Production: Organize thank you's, cast celebrations, etc
- Post Production: Evaluate the event, and update the Production Handbook
- Post Production: Update the Props and Costume data base and allocate said Props and Costumes to storage

Other Performing Arts Events

- Creation of Performing Arts Calendar and liaise with people concerned to include all Performing arts events
- Administrative support for events including Primary Carols, Night of Jazz and Performing Arts Camp
- To facilitate Working with Children Checks and volunteer training modules for all volunteers and contractors

Inherent Requirements of the Position

Learning Support Assistants / Assistants

- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concerts, Sporting Events and Presentation Night