

Position Description

Title: Performing Arts Production Assistant

Position Reporting to: The Principal through the Curriculum Leader: Performing Arts

Date: 2026

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

If you're an innovative and compassionate educator, excited by Genazzano's contemporary approach to girls' education, explore our available opportunities and take the first step to your next big adventure.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a Child Safe Policy and a Child Safety Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policy and the Child Safety Code of Conduct.

The Drama program consists of:

- ELC-Year 8 drama specialist classes (including a Prep-6 Junior School Production).
- Year 9-12 drama and theatre studies undertaken as elected by the students.
- Co-curricular performances include a Year 7 & 8 musical, Year 9 play with Xavier College, Senior play with Xavier College, Senior Musical with Xavier College.
- AMEB Speech and Drama Program (including two yearly showcases and AMEB exams).

POSITION OBJECTIVES

- To provide administrative and technical support to the Curriculum Leader of Performing Arts.
- To use initiative and be proactive in supporting the Drama program.

This role requires a person who is passionate about Drama and Theatre and has experience with the process of mounting productions from planning stage through to bump out. The candidate should have the ability to design and make set items and props with assistance from the maintenance department for carpentry etc.

The role would require some classroom support but also would involve late evenings during production seasons. This time would be negotiated before the production period (usually at the start of the year or semester), monitored on a sign-in/out sheet, and time in lieu would be taken from the weekly load accordingly.

KEY RESPONSIBILITIES

Costumes, prop and set design

- assist with set and prop designs including basic set and prop construction and scenic painting.
- sourcing, hiring, purchasing and manufacture (where viable) of costumes for performances and return of these items cleaned and repaired (if required) in the post-production week.
- manage costume cataloguing where required.
- costume maintenance, including repair of costumes, purchase of second hand costumes, upkeep and stock control in the costume room and liaising with external hirers.

Drama Production support

- purchasing and organisation of makeup and Performing Arts Department stock items.
- creation and coordination of rosters, backstage running sheets, ticketing and refreshments.

- assisting with backstage on a number of performance evenings as negotiated.
- attending dress rehearsals and final performance evenings/bump out would be a requirement, specifically working backstage with costume, makeup and hair.

Personal Qualities

- strong communication skills
- enthusiasm, professionalism and willingness to work cooperatively in a team
- ability to maintain positive relationships with staff, students, parents, professional organisations and suppliers.
- demonstrate initiative and the ability to work independently.

Conditions of Employment

- a salary will be negotiated according to qualifications and experience
- benefits of the Victorian Catholic Education Multi Enterprise Agreement 2022 will be applicable to the role
- the successful applicant will be expected to hold a current Working with Children Check, Police Check and adhere to College Policies.