

Position Details

Performing Arts Administration and Events Coordinator

At Strathcona Girls Grammar, we are committed to being a learning community that is Unstoppable Together, advancing the connections that inspire excellence, opportunity and impact for every student, grounded in optimism and the joy that shapes a purposeful life well lived.

Our mission, Empowering Minds , Enriching Community , Transforming the Future , underpins every aspect of school life. We believe that exceptional teaching has the power to transform lives. Through a culture of high expectations, curiosity, innovation and continuous improvement, we empower students to become confident, capable and future - focused learners who are prepared to thrive in an increasingly complex world.

Strathcona Girls Grammar is a school where the dignity of each person is recognised, respected and fostered. Our school takes an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe .

Primary Purpose of the Position

The Performing Arts Administration & Events Coordinator provides high-level administrative, operational and event coordination support across Strathcona's Music, Drama and Productions programs. The role ensures the effective administration of instrumental music, Performing Arts programs, productions, performances and events through excellent scheduling, systems and records management, stakeholder communication, financial administration and event logistics.

Working closely with the Heads of Performing Arts, the Coordinator is a central point of connection for students, families, staff, instrumental music tutors, suppliers and external partners. The position combines excellent administration with hands-on support for productions and events and contributes proactively to the continuous improvement of Performing Arts operations and student experiences.

The person undertaking this role must have a calm manner and positive attitude. They must have strong verbal and written presentation skills, excellent interpersonal skills and be able to cope with simultaneous demands from staff, students and visitors. They are also the first point of contact for parents.

Authorised by: Principal
Last reviewed: September 2026

Responsibilities	Outcome
Promote and enable the Strathcona Strategic Vision.	• Observable behaviours and professional practice of all staff at Strathcona. • Strathcona's vision is "To be a learning community that is unstoppable together, advancing the connections that inspire excellence, opportunity and impact, for every student, grounded in optimism and the joy that shapes a purposeful life well lived." • Underpinning this vision are the core values of Courage, Respect, Integrity, Compassion, and Empowerment.
Provide students with a child-safe environment.	• A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety. • Be familiar with and comply with the School's Child-Safe Policy and Code Of Conduct, and any other policies or procedures relating to child safety.
To model observable professional behaviour and professional courtesy.	• An environment of professional trust, empowerment and learning is fostered.
Production Support	• Assist with ordering, creating and sourcing, cataloguing, storing & maintaining props • Costume coordination, including collecting and returning hired costumes for productions, & maintaining existing collection • Prepare content for marketing material • Liaising with external companies such as lighting and sound providers for productions and events • Ensure that archival videos are managed appropriately, and photos are uploaded to pixivity • Gathering feedback/data after events and archiving event materials
Administration support and effective communication with all stakeholders	• Prepare audition information and distribute rehearsal materials • Administrative assistance with rehearsals for productions and events, including rehearsal schedules and communication with staff, students, families, technicians and other stakeholders • Maintain detailed schedules for each production and update Maple to reflect changes • Coordinate event logistics for performances including venue bookings • Familiar with design tools such as Canva or InDesign to create programs, publicity, & marketing material for performances • Order resources, scripts and apply for performance rights • Following up contracts and liaising with external companies and suppliers • Assist with cataloguing scripts and production materials • Assist with managing budgets including Alii, support timesheet management and reimbursement forms, invoices from external companies • Assist with excursion, incursion and workshop bookings, including EdSmart forms and communication with stakeholders • Recording minutes at production meetings • Support collaborations with external theatre companies, other schools and cultural institutions • Coordinate external Speech & Drama examinations
Work within the annual budget, in consultation with the Business Office.	• Effective and timely communications with the Heads of Performing Arts and Business Office in relation to: ◦ all payments receivable and outgoing ◦ payroll submissions for casual production staff

Program Administration	
Coordinate scheduling of instrumental lessons, ensemble rehearsals, and performances in consultation with the Head of Performing Arts – Music and IMTs.	• Timetables are accurate, timely, and conflict-free. • Rooms and venues are booked and approved (for IMTs and Speech & Drama lessons). • Supervision and staffing are confirmed.
Manage enrolments and discontinuations for instrumental music and ensemble programs.	• Enrolments are recorded accurately. • Communications to families are timely. • Data reflects real-time participation.
Maintain digital databases, EdSmart forms, attendance systems, and all related admin tools.	• Systems are organised and accessible. • Purchasing or sheet music. • Digitising sheet music library and cataloguing all new music purchases • Permission forms and compliance are tracked • Records are consistent and audit-ready.
Calendar and approve all Performing Arts learning programs and events.	• Events are entered into school systems early • Scheduling avoids conflicts. • Staff and students are well-informed.
Coordinate Music Scholarship Auditions.	• Coordinate the annual scholarship auditions. • Book spaces, liaise with parents and admissions. • Manage room bookings and reallocations.
IMT and Staff Liaison	
Act as the central liaison between IMTs, students, families, and the Music Office.	• Queries are answered promptly and professionally. • Available during school hours to support students, staff and contractors. • Staff receive clear weekly updates. • A positive, solution-focused tone is maintained.
Assign students to IMTs in consultation with the Head of Performing Arts – Music.	• Staff loads are balanced. • Staffing is efficient and transparent. • Communication with tutors is proactive.
Maintain IMT compliance and induction documentation.	• Working with Children Check, contracts, and credentials are tracked. • All tutors complete induction. • ID and lanyards are issued.
Event and Performance Administration	
Coordinate event logistics including set-up, transport, invitations, programs, and ticketing.	• Events run smoothly and meet compliance. • All logistics are confirmed in advance. • Program design. • Work closely with Marketing to ensure promotion of key events and programs meet style requirements • Programs are printed and distributed on time. • Significant support and management is arranged for large events such as Productions, Music Camp or Annual Music Concert.
Attend performances to manage front-of-house and backstage requirements.	• Performances are well-supported. • Student and audience experience is positive. • Staff feel well-assisted.
Manage communications and VIP invitations for events and festivals.	• Invitations are created, tracked and followed up. • Guest attendance is coordinated. • Communications are polished and timely.

Administer music exams (AMEB, ANZCA, Trinity).	• Registrations and payments are processed. • Parents are kept informed. • Accompanists are booked and briefed.
Communication	
Publicise events and student achievements across platforms and school publications.	• Promotion is timely and aligned with marketing. • Awards and participation are celebrated. • Internal/external audiences are engaged.
Prepare and publish rehearsal and performance schedules.	• Schedules are accurate and distributed early. • Families and students are well-informed. • Updates are issued as needed. • Manage ensemble enrolment software and scheduling. • Manage ticketing for events
Coordinate and minute termly meetings with Friends of Performing Arts (FOPA).	• Meetings run efficiently. • Minutes are clear and distributed promptly. • Actions are followed up.
Finance and Resources	
Manage payments, invoicing, and payroll submissions related to the program.	• Financial records are accurate. • Manage credit card statements and monthly reconciliation. • IMT pay claims are submitted on time. • Budget queries are handled with the Business Office. • IMT pays are checked and approved. • Work with the business office and Head of Performing Arts – Music to create and refine annual budgets.
Oversee instrument hire and maintenance including repairs, servicing, and inventory.	• Instruments are digitally documented and tracked. • Repairs are logged and resolved. • Hire processes are clear for families. • Annual coordination of instrument repair, maintenance, tuning etc. • Coordinate instrument hire for Junior School Curricular Programs (5/6 Band Program, $\frac{3}{4}$ String Program)
Maintain stock of consumables and resources (sheet music, accessories).	• Supplies are replenished as required. • Resources are stored and distributed appropriately. • Costs are tracked and reported.
Compliance and Administration	
Ensure all Performing Arts activities align with school child safety and excursion policies.	• Risk assessments are created and coordinated for all Performing Arts events • Excursion procedures are followed. • Child-safe practices are observed. • Coordinate student absence information via Synergetic.
Provide support to the wider campus administration team as needed.	• Co-curricular and campus needs are supported. • Collaboration across admin teams is effective. • Tasks are completed promptly.
High level technical competency using technology and Music specific software.	• Experience and control using Clipboard, Synergetic, SchoolBox. • Ability to utilise AI to improve internal processes and automation. • A desire to use automation to find new and more time efficient workflows.
Other duties as required	• Duties are attended to efficiently and effectively. • Support the Campus administrative team duties as required, including supporting the co-curricular administrative and program needs.

Reporting Relationships

Reports to	Head of Music Head of Drama and Productions
Associated Relationships:	Principal Deputy Principal Business Manager Director of Junior School Music Performing Arts teachers All Instrumental Music Tutors Other authorities as appropriate

Key Challenges

- To ensure a vibrant and diverse Performing Arts Program is sustained by high level organisational support
- To communicate effectively with all stakeholders
- To provide the appropriate level of organisational support to Performing Arts staff across the program
- To work collaboratively with colleagues to attain consistent and appropriate expectations of student achievement and conduct.

Selection Criteria – Knowledge and Skills

Essential:

- Highly developed administrative and organisational skills, including the capacity to coordinate complex schedules, maintain accurate records and databases, manage documentation and simultaneously progress multiple priorities to deadline.
- Demonstrated experience coordinating events, performances or comparable complex activities, including logistics, venues, schedules, communications, suppliers and event-day requirements.
- Strong stakeholder communication and interpersonal skills, with demonstrated capacity to provide professional, responsive service to students, families, staff, contractors, suppliers and external organisations.
- Experience supporting the administration of programs involving enrolments, timetabling, attendance, staffing or participant records, with a high level of accuracy and attention to detail.
- Sound financial and resource administration skills, including experience with purchasing, invoices, reimbursements, budget tracking, payroll or timesheet processes and/or inventory management.
- High-level digital capability, including Microsoft 365 and experience using databases or organisational management systems, together with the capacity to learn new platforms and use technology to improve administrative workflows.
- Demonstrated initiative, judgement and problem-solving ability, including the capacity to anticipate requirements, respond calmly to changing priorities and contribute to continuous improvement.
- An understanding of, or demonstrated interest in, Performing Arts environments, preferably encompassing Music, Drama, productions, concerts, festivals or comparable events.
- Demonstrated commitment to child safety and appropriate professional practice when working within a school or child-connected environment.
- Capacity to work collaboratively and professionally as part of a multidisciplinary team while also working independently and taking responsibility for allocated areas.
- Highly developed written communication skills and attention to presentation, with the capacity to prepare polished schedules, programs, correspondence and event information for different audiences.
- Support for the values, mission and Christian ethos of Strathcona Girls Grammar.

Selection Criteria – Education and Experience

Essential

- Relevant qualifications in administration, events, arts administration or a related field and/or demonstrated equivalent experience.
- Demonstrated administrative experience in a complex, service-oriented environment.
- First Aid certification – Level 2 minimum, including Anaphylaxis Accreditation.
- Current valid Victorian Working with Children Check.

Selection Criteria – Advantageous

- Experience with Synergetic would be a distinct advantage.
- Experience within a school, Performing Arts, Music, Drama, cultural or events environment.
- Experience administering school or music administration systems, timetabling or database platforms.
- Experience supporting productions, performances, front-of-house or major events.
- Experience with design or publishing tools such as Canva or InDesign.
- Experience with financial administration and resource or inventory management.

Personal Qualities

- Be a suitable person to engage in child-connected work.
- A calm, positive and solution-focused approach, with personal resilience and the capacity to manage multiple and competing demands.
- Professional judgement, discretion, initiative and a commitment to high-quality service.
- A collaborative approach and demonstrated capacity to build constructive relationships across the School community.
- Supportive of the ethos of the Christian tradition.
- Highly developed verbal and written communication skills.
- Demonstrated ability to work with others towards a common goal.
- Personal resilience, enabling effective management of multiple and conflicting demands.

Child Safe Standards

The School is committed to ensuring child safety. The School has zero tolerance for child abuse and will treat very seriously all allegation and concerns. In line with this commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.