

Performing Arts Coordinator

Classification:	CEMEA 2022, Education Support Employee, Category B, Level 3
Employment Type:	Part Time (0.6 FTE) and ongoing
Reports to:	Deputy Principal – Pedagogy, Learning Design and Innovation
Direct Reports:	Nil

Context

Sacred Heart College is a progressive, high-performing community rooted in deep traditions and a genuine culture of welcome. Our Catholic identity shapes our daily learning environment, encouraging both staff and students to embody the Mercy values of compassion, courage, hospitality, justice, respect and service. Guided by the 'Sacred Heart Way', we actively bring our founder, Catherine McAuley's vision to life.



At Sacred Heart College, we redefine the educational journey by bridging the gap between wellbeing and global responsibility. Our strategy goes beyond the traditional classroom, fostering a resilient community in which sustainable living and emotional intelligence serve as the foundation for breakthrough leadership. By harmonising heart and mind, we ignite a new generation of changemakers ready to tackle the world's most complex challenges with grit, grace and a deep commitment to the common good.

Primary Purpose and Key Priorities of Position

The Performing Arts Coordinator supports the planning, coordination and delivery of the College's Performing Arts programs across Music, Theatre and Dance. The position coordinates performances, events, rehearsals, resources and instrumental staffing arrangements, while providing practical support for classroom activities and productions to ensure the effective operation of Performing Arts programs.

Working collaboratively with teaching staff and College leaders, the Performing Arts Coordinator contributes to the review and continuous improvement of existing programs, identifies opportunities to enhance student engagement and participation, and supports the promotion and visibility of Performing Arts across the College.

Key responsibilities of the Performing Arts Coordinator include but are not limited to:

Performing Arts Programs and Coordination

- Independently coordinate the operational planning and delivery of Performing Arts programs and activities across Music, Theatre and Dance, working collaboratively with relevant teaching staff and College leaders.
- Contribute to the review and continuous improvement of existing programs, identifying opportunities to enhance student engagement, participation and the profile of Performing Arts across the College.
- Coordinate the operational and administrative requirements of the Instrumental Music Program, including student allocations, lesson scheduling, staffing arrangements, room bookings and ensemble and choral rehearsals.
- Support the recruitment and onboarding of independent music contractors in collaboration with relevant College staff.
- Liaise with Performing Arts staff, independent music contractors, external providers and relevant professional networks to support effective program delivery.

Events, Performances and Productions

- Coordinate the planning, organisation and delivery of Performing Arts events, concerts and showcases, including College celebrations, assemblies, VCE/VET performances and combined-school events.
- Coordinate event logistics, including scheduling, rehearsals, venue bookings, equipment, staffing arrangements and communication with relevant stakeholders.
- Support the planning and delivery of College musical and theatre productions, including performance rights, external providers, rehearsal schedules, sets, costumes, props and production requirements.
- Provide practical and technical support for Music, Theatre and Dance classes, rehearsals and performances, including preparation of materials, equipment and learning spaces.
- Assist with Performing Arts excursions, workshops and other external learning opportunities.

Resources, Facilities and Administration

- Coordinate purchasing, expenditure monitoring and resource requirements associated with Performing Arts programs and events, in accordance with approved budgets.
- Maintain accurate records and inventories of instruments, costumes, props, sets and other Performing Arts equipment and resources.
- Coordinate the maintenance, storage and safe use of Performing Arts facilities, equipment and materials, including specialist teaching spaces, studios and backstage areas.

- Maintain relevant program documentation, safety records, bookings and administrative processes to support the effective operation of Performing Arts activities.
- Coordinate the organisation, storage and archiving of instrumental, choral and production materials.

Other Accountabilities and Duties

In addition to the primary purpose and key priorities, the Performing Arts Coordinator will:

- Undertake other reasonable duties as directed by the Principal, Deputy Principals or Direct Manager.
- Document and maintain procedures relevant to the position.
- Comply with the standards of a Child Safe organisation.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Undertake relevant professional and technical development.
- Attend and support Performing Arts events and activities outside normal school hours, including evenings and weekends, as reasonably required and in accordance with applicable employment arrangements.

The Performing Arts Coordinator will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- College Leadership Team
- Performing Arts Staff
- Independent music contractors
- Production, AV, Director of ICT and event staff

Experience and Qualifications

Essential:

- Relevant qualification in Music, Performing Arts, Arts Administration or a related discipline, or equivalent relevant experience.
- Demonstrated experience coordinating Performing Arts programs, events or activities, including scheduling, administration and resource management.
- Sound knowledge and understanding of Performing Arts programs, particularly instrumental music, rehearsals, performances and productions.
- Strong organisational, planning and problem-solving skills, with the ability to work independently, manage competing priorities and coordinate multiple activities.
- Strong communication and interpersonal skills, with the ability to build effective working relationships with staff, students and external providers.
- Sound computer and administrative skills, including experience maintaining records, schedules and relevant program documentation.
- Current Working with Children Check and National Police Records Check, in accordance with College requirements.

Desirable:

- Previous experience in a school or similar educational environment.

- Experience supporting instrumental music programs, school productions or large-scale Performing Arts events.

All employees are subject to appropriate employment and compliance checks prior to and during employment.

This position requires a current Police Check, Working with Children Check and drivers' licence.

Child Safety

The Performing Arts Coordinator will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.

General Work Description - Education Support Services, Level 3 (CEMEA)

Competency	Competency at this level may include Level 2 competencies. In addition, competency at this level involves the development and application of professional knowledge in a specialised area(s) and utilising a broad range of skills. An Employee at this level will have a depth or breadth of expertise developed through extensive relevant experience and application, and perform work assignments guided by policy, precedent, professional standards and expertise. This may require the provision of support and advice to senior management and/or performing a support role to a senior administrator.
Judgement, Independence and Problem-Solving	Roles at this level will require problem-solving that involves the identification and analysis of diverse problems, and will apply appropriate technical training and expertise to decision-making. Roles at this level will generally have scope to undertake some or all of the following in their area: • innovate within own function and take responsibility for outcomes; • design, develop and test equipment, systems and procedures; • participate in planning involving resources used and developing proposals for resource allocation; • Exercise high-level diagnostic skills on sophisticated equipment or systems and/or • analyse and report on data and experiments.
Direction	Routine supervision to general direction, depending on tasks involved and experience. Supervision is present to review established objectives.
Supervision	Roles at this level may be required to: supervise students while performing their normal duties but may not be used instead of a Teacher; Supervise other employees at lower levels, except that a registered nurse at this level will not be required to Supervise other Employees.

**Qualifications
and Experience**

Level 3 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without relevant work experience;
 - completion of an advanced diploma qualification and at least one year's relevant work experience;
 - completion of an diploma qualification and at least two year's relevant work experience;
 - completion of a Certificate IV and extensive relevant work experience; or
 - An equivalent combination of relevant experience and/or education/training diploma qualification and at least two year's relevant work experience.
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