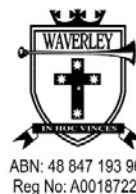


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:

Position: Performing Arts Administrator

Campus: Wantirna South

Employment Status: FTE 0.4

Reports Directly To: Head of Music - Primary

Ministry Specifications:

Role

The Performing Arts Administrator is one of two roles that supports primarily the Head of Music – Primary with the organisation and maintenance of the College's Private Music Program. Additionally, this role will assist the Head of Music - Primary in the organisation of school performances and productions.

Responsibilities:

- To ensure all loaned instruments are returned to the school at the end of the school year
- To organise invoices to be sent to parents for service cost
- To collate the list of students requesting for a loan of an instrument
- To deliver instruments to be serviced and notify parents of successful allocation of an instrument
- Allocate instruments available for loan to students
- Wherever possible or requested, to assist organizing the "Consent to Go" application for Performing Arts Events.
- To assist with Ensemble administration including, but not limited to, photocopying and collating of Ensemble music, AMCOS stamping and numbering and CCLI reporting.

Other Responsibilities:

In conjunction with the other Performing Arts Administrator:

- To be present to address music tutor questions across the day. To monitor contractor attendance and any visitors to the building.
- To manage instrument/equipment loans internally between departments and students. (Sign in and Out Process)
- To organise the paperwork for all productions including, but not limited to, communication with parents, and ticketing upon the requests of the Production Director/s.
- Throughout the year, attend all concerts conducted by the teachers. This amounts to at least 10 night time concerts. There are others at lunch times or after school.
- Respond promptly to emails from parents, music tutors, classroom teachers and as appropriate action the emails
- Keep timetables up to date and accurate and notify all parties of any change of times
- Notify music tutors of any excursions that are added in across the College Calander, Consent to Go, Outlook Calandar and individual emails distributed.

- As soon as the timetables have been finalised for the School year, commence working out times that are suitable for each student as per their parent's preferences
- Book appropriate rooms for the Music Teachers according to their timetables
- To actively pursue best practice in the areas of responsibilities
- To attend Arts or Production staff meetings (*depending on their working day/s*)
- To display up to date Private Music Lesson times on the external Music Notice Board, SEQTA and Music Room Doors.
- To maintain, restock and oversee the small tea/coffee area in the Music Staffroom.

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning
- Use of SEQTA, Consent to Go and relevant software

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 to the Bursar and Property Manager 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

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 for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.