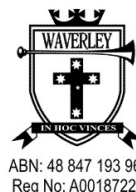


WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Name:

Position: Performing Arts Administrator

Campus: Wantirna South

Employment Status: FTE 0.8

Reports Directly To: Deputy Principal
Primary Head of Music
Secondary Head of Music

Ministry Specifications:

Role

The Performing Arts Administrator works with the Primary Secondary Heads of Music to organise and maintain the College's Private Music Program. This role is also responsible for management of the Performing Arts Centre (PAC), and support both sub-schools in the organisation of school performances and productions.

Responsibilities:

Private Music Program

- Timetabling of Private Music students from Year 1 to Year 12
- Create and maintain a student list of PMP participants with parent contact details
- Update, on a weekly basis, SEQTA tutor timetables, and notify relevant students and staff of changes
- Annual modifications of enrolment forms, policy documents, etc, and distribution to parent/student community
- Oversee musical instrument hire, including the maintenance of records and organisation of end of year servicing

Management of Private Music Tutors

- Oversee inductions, ID badges and all administration matters in relation to Instrumental Music Tutors (IMTs)
- Parent communication where required
- Timetable updates and changes notifying relevant student/staff
- Follow up late payment of lesson fees if IMT has exceeded three recovery attempts
- Calculate administration fees with Finance Department and distribute to IMTs
- Assist IMTs with organising concerts twice a year if possible. Be present at concerts (shared with other Music Dept team members)

Performing Arts Centre (PAC) Management

- Be familiar with use of AV equipment, particularly with Audio Visual technical capacity
- Ensure PAC is left as it was found by users, including external hirers and users of the facility
- Ensure safe use and operation of the PAC by all users

Performing Arts

- Manage and maintain the Private Music Program portal page on SEQTA Engage/Connect

- Collaborate with sub-schools for Concerts, Musicals, Excursions, Incursions, Ticketing, Competitions, Open Day. Attend where required. Some events occur after hours.
- Oversee ticketing for events and oversight of front of house during Productions and Concerts. This includes sales and cash collections prior to event, and liaison with Finance Department
- Use of MS Office suite of products, Consent to Go and SEQTA suites
- Maintain noticeboards with uptodate and relevant information
- Take minutes at team meetings as required
- To actively pursue best practice in the areas of responsibilities

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

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.