

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Performing Arts Administrator
<b>Campus:</b>	Wantirna South
<b>Employment Status:</b>	FTE 0.2
<b>Reports Directly To:</b>	Head of Music (Primary) Head of Performing Arts (Secondary)

## Ministry Specifications:

### Role

The Performing Arts Administrator exists to bring assistance to the Directors of Major Performances and Productions in the Primary and Secondary schools.

### Responsibilities:

- Work with the Primary(or Secondary) Musical Director as minute taker of meetings, coordinating props, managing ticketing through tools such as trybooking, managing program and other merchandise sales
- High-level communication with parents and staff regarding production related matters (via email, school management system and telephone).
- Organise and create cloud-based database management and record keeping for Production related files including performer contracts, parental communication and staff/parents volunteer database
- Organise sponsorship for the annual Production, creating sponsorship packages and liaising with local and College parents' businesses
- Coordinate and facilitate fundraising
- Oversee show bookings and ticketing in consultation with General Admin Staff
- Oversee foyer aesthetics, themed according to the show (inclusive of Ticket Booth, Program Sales, Café, etc)
- Provide logistics support, including the booking of meetings and rooms for rehearsals and performance, student lists and attendance
- Management and facilitation of show licencing, copyright, materials hire and returns
- Provide assistance to the Costumes Department, with facilitating the hire or construction of costumes, gaining quotes, making payments and picking up and returning hired costumes. This also involves organising a team of skilled people to facilitate costume related jobs such as costume design, making, sewing and purchasing (when not hired) and acquiring cast member measurements
- Provide assistance to the Producer in the acquisition of renting and purchasing stagecraft technology and/or facilitate the construction and coordination of sets and prop, including but not limited to:
  - Building, painting and general construction of sets and props

## **Inherent Requirements of the Position**

### **Administration / IT Staff**

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting/standing
- Some repetitive actions
- Occasional bending, crouching, lifting and carrying
- Standing tasks requiring twisting and turning
- Ability and licence to drive College cars, as required

## **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 via the reporting system on the Staff Portal 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
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role
- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection.
- 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.