

Wellington Girls' College

JOB DESCRIPTION

Arts Coordinator

Responsible to:	Deputy Principal
Functional Relationships with:	Principal SMT Group Music Department Art Department Drama Department Sports Director Teachers in Charge of extra-curricular groups Financial Manager Property Manager Arts Committee HR Manager

Annual Term of Engagement: Part-time 15 hours per week. Term time only.
Predominately during school hours

Terms of Employment: As per the Support Staff in Schools Collective Agreement. The position is graded at Grade 4

E.E.O. Statement: Wellington Girls' College is an equal employment opportunities employer

Review of Performance: Performance against the requirements of this position will be reviewed on a regular basis in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students. This school encourages all staff to contribute to the wider life of the school according to their skills and interests.

OVERVIEW OF POSITION:

The Arts Coordinator will support and promote the cultivation of Arts and Culture within the school.

Personal Attributes

- A high degree of interpersonal skills and discretion
- Ability to learn new technology

- A high standard of computer skills, desk-top publishing applications and database management is required and experience with Microsoft Word, Excel is desirable.
- Strong communication skills – both written and spoken
- Methodical, systemic, thorough approach
- An open, approachable manner
- Ability to work as a member of a team
- Commitment to supporting the College and College Community

Key Responsibilities

General Administrative

- To assist with Arts and Cultural events – including the EOTC process, booking of venues, transportation, communication, photography of the event
- To communicate with students, parents, staff, local schools and the wider school community about art and cultural opportunities, competitions, performances and upcoming events
- To promote arts and cultural successes through school communication channels
- To be responsible for data entry and the maintenance of the student arts and cultural groups
- To work with the Sports Department to co-ordinate the Sports and Cultural Awards Event
- To support the school prize giving, productions and specific arts and cultural events e.g. Visual Arts Award, Combine Cultural Event with Wellington College
- To maintain a record of results and promote Arts events and successes in the school community
- To promote and support art and cultural groups photo day
- To work closely with the Arts Committee
- To support HODs and Teachers in Charge of groups in arts and culture with administrative and other tasks

Financial

- To assist with the preparation of funding applications
- To assist with budgeting of arts events and trips
- To follow up unpaid fees with caregivers

Equipment and Property

- To assist with the storage, sourcing and maintenance of equipment used for arts groups, productions and performances
- To be responsible for the issue, return, engraving and presentation of arts and cultural trophies during the year
- To assist with the allocation of facilities' bookings at school and off site
- To maintain the arts notice board(s) around the school

GENERAL REQUIREMENTS

- Ensuring the safety and wellbeing of students at all times
- Any other duties as required from time to time
- Encouraged to continually improve range and level of skills. Professional development opportunities will be offered and attendance is required

This position is subject to the requirements of the Children’s Act 2014.

**Wellington Girls’ College is declared a smoke-free area and has a
no smoking policy for staff and students.**

Signed: Employee: _____
 Principal: _____
 Date: _____