



**Rangitoto
College**

Job Description for the position of Director of Performing Arts Productions (1MU)

Prime Responsibilities

- ☐ Coordination/directing of Performing Arts events – including assemblies, co-curricular events and showcase curricular events.
- ☐ Coordination of staff and PFA Spaces – in conjunction with HOD PFA, PFA Co-ordinator and technicians.
- ☐ Senior/Junior Productions – directing & coordination events, staff, and students.
- ☐ Liaison and support for external hire of PFA spaces, including the auditorium
- ☐ To increase the public profile of Performing Arts at Rangitoto College through communication with the Principal, Senior Management, Staff, Media Liaison, Public and the general school community.

Lines of Functional and Contractual Accountability

- ☐ HOD Music and Performing Arts
- ☐ DP line Manager for HOD Music and Performing Arts
- ☐ HR Manager (for contractual responsibilities only)
- ☐ The Principal

Key Competencies

Event Management

Competence will be demonstrated by:

- ☐ Successful execution of events and performances
- ☐ Successful management of staff and all students involved in events – front and back stage.
- ☐ Appropriate communication and publicity of all major Performing Arts events.

Staff Management

Competence will be demonstrated by:

- ☐ Successful communication and event support from PFA Coordinator, Music Coordinators, TICs of co-curricular groups and Technical Support Staff
- ☐ Appropriate delegations and responsibilities which are:
 - 1 understood
 - 2 enable support staff to achieve their objectives
 - 3 provide an environment of support where requirements are not being met
- ☐ Performing Arts meetings being held regularly

Resource Management

Competence will be demonstrated by:

- ☐ working with the HOD Music and Performing Arts on the preparation of an annual budget in line with College policies
- ☐ the administration of Performing Arts funds according to established practices.
- ☐ equipment – availability, maintenance, functionality.

..... Director of PFA Productions (NAME)

..... Principal (Greg Thornton)

..... DATE