

Wellington Girls' College

JOB DESCRIPTION

Arts Coordinator

Position Details

- **Responsible to:** Deputy Principal
- **Functional Relationships:** Principal, Senior Management Team (SMT), HODs (Music, Drama & Dance), Sports Director, Teachers in Charge of Extra-Curricular Groups, Finance Manager, Property Manager, HR Manager, Arts Committee, Office Manager
- **Term of Engagement:**
 - Part-time, 25 hours per week (5 hours daily during school hours)
 - School terms only, plus up to one week before the school year starts
 - Some hours during school holidays may be required (by negotiation)
 - Occasional after-school or weekend support for events and rehearsals (advance notice provided)
- **Place of work:** Wellington Girls' College, 18 Pipitea St, Thorndon, Wellington
(**On-site position;** remote or work-from-home arrangements are not available for this role).
- **Terms of Employment:** Support Staff in Schools Collective Agreement (Grade 4, Administrators Work Matrix)
- **E.E.O. Statement:** Wellington Girls' College is an Equal Employment Opportunities employer.
- **Performance Review:** Reviewed regularly in line with the school's performance management framework.

Expectations of Staff

All staff are expected to contribute to the broad aims of the College, promoting student potential, high expectations, inclusion, and excellence. Staff are encouraged to participate in the wider life of the school according to their skills and interests.

Position Overview

The Arts Coordinator facilitates the organisation, promotion and development of Wellington Girls' College's arts and cultural programs. This position is responsible for coordinating arts, groups and events, supporting staff and students with creative projects, managing event logistics and actively promoting a vibrant, inclusive arts environment across the school.

Personal Attributes & Competencies

- Strong appreciation for the Arts combined with high interpersonal skills, discretion, and a commitment to the school community.
- Skilled in database management, desktop publishing, and Google Workspace, with an aptitude for learning new platforms (e.g. School-Bridge).
- Clear written and spoken communication, comfortable presenting publicly (assemblies, awards), and open and approachable with students.
- Methodical, thorough approach to logistics, capable of working independently while collaborating effectively in a team.

KEY RESPONSIBILITIES

- **Organisation of Extracurricular Events & School Groups**
 - Manage end-to-end logistics for arts events, performances, trips, combined Wellington College events, weekly arts and cultural group and cultural photo day-including venue bookings, transport, permission slips, photography, and EOTC documentation via 'SchoolBridge'.
 - Assist with the scheduling, registration, and supervision of events and groups
 - Create master rehearsal schedules and manage staff duty rosters and supervision for events.
 - Lead the Sports and Cultural Awards (in partnership with the Sports Department), showcase arts in assemblies, and manage trophy engraving, records, and historical achievements.
- **Communication & Engagement**
 - Promote opportunities, auditions, registrations, and events to students, staff, parents, and local schools.
 - Coordinate promotional material to celebrate achievements across the school website, newsletters, emails, and social media.
 - Work with the arts leadership student committee, maintain an approachable presence for students and speak at assemblies and school functions.
 - Network and collaborate regularly with the Wellington College Arts Coordinator.
 - Cultural Photo Day - Liaise with participating groups and staff, create photo master lists, and oversee operations on the day.
- **Logistics & Facility Management**
 - Oversee on-site and off-site facility bookings, store and issue costumes/uniforms, and maintain arts equipment.
 - Procure music scores, secure licensing/rights for plays and shows, and assist HODs (Dance & Drama and Music) with copying requirements.
 - Maintain group records, complete data entry, and track attendance via KAMAR and master lists.
 - Planning the arts calendar in conjunction with SMT, HOD Music & Dance & Drama and the Office Manager
 - Coordinates and maintains the arts calendar to streamline event timing and address scheduling issues.
- **Financial & Administrative Operations**
 - Assist HODs and the Finance Manager with event/trip costings and budget monitoring.
 - Support the Finance Manager with fee invoicing, instrument hire charges, and chasing unpaid balances.
 - Research and assist Finance and SMT with relevant funding and grant applications.

Attend agreed local, after-school cultural events to supervise students alongside staff and take promotional photos. Eligible events will be communicated early in the school year and remunerated as additional hours.

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 a smoke-free environment."

Signed:

Employee: _____

Principal: _____

Date: _____