JOB DESCRIPTION

CREATIVE SHIRLEY COORDINATOR

TENURE Fixed Term 2027

RESPONSIBLE TO Head of Performing Arts / Assistant Headmaster Relationships

HOURS OF WORK 6 hours per week, term time only (exclusive of holidays);
Extra time when needed around school events, in consultation with the HOF Performing Arts, paid by timesheet

GRADE Admin Grade 3

PURPOSE Assist the Head of Performing Arts and Assistant Principal Relationships with administration and organisation for arts and cultural activities

KEY TASKS

- Assist HOF Performing Arts and Assistant Principal Relationships with organisation of events, including on- and off-site performances and exhibitions.
- Coordinate promotion of activities within and outside of school via the Creative Shirley section of the school website, Creative Shirley Facebook page, and Creative Shirley Instagram.
- Assist with organisation of ceremonies including Cultural Assembly and Cultural Prizegiving - coordinate awards and certificates, manage gear lists for performances, contact families and award winners, etc.
- Maintain up-to-date KAMAR groups for students involved in activities related to Creative Shirley. Manage attendance for students involved in music lessons and other creative activities during class time.
- Assist HOF Performing Arts with organising itinerant music lessons – collect student applications and maintain up-to-date schedule of lesson times.
- Monitor and maintain assets – manage instrument purchase, hire, repair, and maintenance; manage asset registers; monitor music equipment, props, costumes, and other gear related to performances; set up and pack down equipment for events when required.
- Maintain inventories/catalogues of music, instruments, equipment, textbooks, and material used in Creative Arts.
- Support teaching staff with off-site events and performances – help move and set up gear, take photos and videos, liaise with parents and event staff. This will include attendance at events on weekends and outside of office hours; all outside events will be calendared well in advance.
- Assist with administrative and logistical tasks related to off-site and overnight trips – EOTC documentation, food orders, vehicle hire, accommodation, etc.
- This role will not require staying overnight or travelling away with students.