Rangitoto College

Job Description for the position of
Performing Arts Administrator

Hours: Permanent part-time 30 hours per week term time only
with additional hours time-sheeted for “after hours” event work

Remuneration: Support Staff in Schools Collective Agreement
Reporting lines: The HOD Performing Arts
Associate Principal Performing Arts
Principal

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

The primary purpose of this position is to provide high-quality administrative and relational support to the Performing Arts Department, to meet the changing needs of the school.

Prime Responsibilities / Key Tasks

Administration

The employee will take responsibility for all tasks below:

- Calendars - create and maintain the department PFA Calendar and PFA Teacher Timetables. Update the website calendar with all PFA events and the FACTs calendar with non-EOTC PFA events.
- Administration of Student Profiles, Diploma records, Student Achievement records and Special Assembly awardee recipient lists.
- Manage and maintain the PFA website pages information and photos.
- Oversee the Performing Arts Instagram account (regular monitoring of activity/posts)
- PFA Documents – manage and maintain the Event Management Handbook and the Dance and Drama Health and Safety Manual on RangiNet.
- Create the annual Auditorium Booking sheet for the PFA Coordinator.
- Music Library – manage the ordering process for new Music purchases. Photocopy and scan hard copies into the PDF Library. Maintain and update the Instrumental Library spreadsheet and the Choral Music master spreadsheet.
- Dance and Drama Departments – assist with administration and costume/props management.
- Assist senior PFA Administrator with Music Tuition, processing and reports.
- Maintain Stationery supplies for the PFA Department.
- Maintain general supplies for the Music Department – eg. cleaning products
- Maintain the department First Aid kits for EOTC trips.
- Manage the instrument storeroom shelving, and labelling of student-owned instruments.
- Manage and coordinate hire and maintenance of school-owned instruments.
- Manage daily queries through the student window

Events

- The employee will assist in various functions with the following Performing Arts events:
- Arts Awards - full responsibility for trophies, medals, badges and certificates. Compilation of lists of prize winners, set up of trophy table. Assist with set up of foyer and auditorium. Manage event helpers. Assist throughout the evening event and pack out. Produce photos of each recipient for the trophy cabinet.
- Music Showcase Evenings: (Rock & Rocky Road, Jazz Happy Hour, Jazz Club, A Choral Confection, Concertos and Cookies) - manage Front of House including setting up, organising ushers and helpers, assist with tickets door sales, prepare event snacks. Assist with decoration of auditorium and pack out.
- Musicals and Productions:
  Assist with Front of House including setting up, organising ushers and helpers, assist with tickets and door sales. Assisting with set up and pack out.

Formal Photos of Co-Curricular groups (PFA, Leadership, Cultural, Service Groups and Clubs)

The employee will take full responsibility for all tasks related to this as follows:

- Liaise with all group TIC's
- Create the two-day timetable
- Create full name student name lists for the Photoife ordering process
- Auditorium set up and pack out
- Organise student helpers
- Manage the two-day event
- Distribute photos to students/TIC's
- Liaise with Photolife for booking, photographer details, proof checking and ordering

General Duties

- Support the Head of Department Music & Performing Arts and the senior PFA Administrator in the organisation and administration of the department.
- Assist with student queries at the music office, keep stocks of reeds and strings etc. and assisting in maintaining the presentation and appearance of the Music department.
- Assist music tutors as required when ITM coordinator is off-site.
- Assist with the coordination and set up of web-based learning resources in co-curricular Google Classrooms.
- Receive and filter enquiries from the school website – action with teachers/TICs as appropriate.

Skills and Experience

The employee will have:

- a friendly, patient, mature and professional manner
- a team-orientated, able to multi-task, nature with a good sense of humour
- excellent people skills including the ability to relate to students
- logical and methodical accuracy and attention to detail
- initiative and take responsibility
- excellent time management
- ability to multi-task, flexibility
- knowledge and competence in Microsoft Applications, and online and web-based environments
- demonstrated experience in Excel, Word, and Google
- experience in (or willingness to learn) Canva
- ideally some experience with Instagram
- flexibility to work specific evenings and weekends as required for events

Expectations The position of administrator carries with it a number of expectations including:

It is expected that standards of professional conduct, dress, language, and manners of employees will reflect credit on the College.

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Performing Arts Administrator Date

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Director of Human Resources (Pam Watson) Date