

## 1. POSITION IDENTIFICATION

<b>POSITION TITLE:</b>	Arts Administration Officer
<b>REPORTS TO:</b>	Head of Learning - Arts
<b>AWARD:</b>	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 Classification: Administration and Technical Officers
<b>CONDITIONS:</b>	Monday to Friday from 7.30am to 3.30pm
<b>REMUNERATION:</b>	Level 2 Step 1 Category C (40 weeks per year) from the Administration and Technical Officers Salary Schedule

## 2. THE ROLE

The Arts Administration Officer supports Mazenod College's main objective of teaching and learning of students through assisting the Head of Learning - Arts and teachers to facilitate an environment for the delivery of Arts education programs, co-curricular and extra-curricular events within the department and encouraging a supportive and inclusive learning environment.

Employees at this level work under direct supervision performing routine tasks that require basic competencies and using established methods and procedures. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

## 3. SPECIFIC DUTIES

Under Line Manager direction, the Arts Administration Officer can be expected to perform tasks within the following range:

### ADMINISTRATION

- Manage the administration duties of The Arts including the instrumental program.
- Assist with annual organisation of special events (School Music and Drama evenings and other performances).
- Assist with administration duties relating to School Production and liaise with parents and helpers.
- Coordinate Catholic Performing Arts Festival entries.

### INSTRUMENTAL MUSIC PROGRAM

- Processing of all enrolment forms.
- Liaise with peripatetic tutors, parents and students.
- Create and update music lesson rosters for tutors and students.
- Locate late students for music lessons.
- Monitor absentees for students and teachers.
- Assist Instrumental Staff with the production of Instrumental Music Reports each semester.
- Maintain instrument inventory and hire agreements.
- Maintain music library.
- Liaise with College accounts staff for invoicing of music lesson fees.

## DEPARTMENT OPERATIONS

- Act as the first point of contact for parent and public enquiries relating to Music
- Administrative duties, including photocopying, physical and digital communications with parents and students.
- Newsletter updates in association with the Music Staff.

## PASTORAL CARE

- Working in accordance with the College's Pastoral Care programs
- Communicating with parents/ guardians in a timely manner
- Maintaining the confidentiality of delicate or sensitive information at all times.

## ACTIVELY SUPPORT COLLEGE OPERATIONS

- Comply with all relevant legislative, regulatory obligations, College policies and procedures.
- Participate in the College's before school, after school or weekend co-curricular activities.
- Complete administrative and operational activities in alignment with College requirements.
- A willingness to undertake tasks as requested by the Principal or their delegate.

## OTHER DUTIES

- To maintain and promote the principles of Workplace Health and Safety within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risk to ensure the safety of self and others.
- Other duties as directed by the Principal or their delegate.

## 4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals
- Demonstrated sound interpersonal skills including the ability to work independently and as part of a team
- Demonstrated sound organisational skills that will assist in the operations of the Arts Department
- Demonstrated knowledge of office practices and procedures
- Demonstrated well developed ITC skills, including Microsoft suite (word, excel, publisher and internet) including the ability to produce booklets, programs and newsletters
- Knowledge of musical instruments and terminology would be an advantage.
- Have a current Working with Children Card
- Have a National Coordinated Criminal History Check from the Department of Education
- Have or be prepared to obtain Accreditation to Work (non-teaching staff) in a Catholic School
- Have or be prepared to undertake Mandatory Reporting training.
- Have appropriate Australian work rights.