

**Role Description – Creative Arts Administration Assistant**

**Term Time, 5 days per week**

**Primary Purpose:**

The Creative Arts Administration Assistant will provide support and assistance with administration to the Creative Arts staff with a focus on curricular and extra-curricular operations. They will provide specific support to the teachers in Creative Arts.

The major responsibilities outlined below are indicative of this role.

**Accountable to:**

The Coordinator of Creative Arts

**Relates to:**

1. Creative Arts Coordinator
2. Director of Ensembles
3. Manager of Ensembles
4. College Business Manager
5. Teaching Staff

**Major College Responsibilities**

The Creative Arts Administration Assistant is responsible to the Creative Arts Coordinator for:

1. Assisting with administration in relation to **curriculum** including but not limited to;

* Documentation relating to excursions
* Organisation of new resources for the faculty including quotes and purchase requests
* Maintenance of subscriptions/licences for professional organisations and companies
* Transfer of paper files into digital form for all subjects including examinations, resources, receipts, manuals, student work samples
* Assistance with article collation for the College newsletter *The Way* including student photo permission checks
* Collation of application forms for Advanced Music classes
* Archiving of all faculty excursion documentation
* Photocopying of large runs for curriculum purposes
* Creating a yearly faculty assessment task summary document based on Assessment Schedules
* Ordering of stationary

1. Assisting with administration in relation to **ensembles** including but not limited to;

* Communication with tutors and parents and staff
* Collation of application forms for ensembles
* Maintenance of all ensemble rolls including the creation and update of groups in Edumate. This also involves contacting parents when students are absent from rehearsal without prior notification.
* Processing of application forms, liaising communication between parents and tutors when necessary
* Organising for the Hire of Instruments with students and parents
* Maintains records for the instruments including organising their regular service and repair.
* Maintaining records in relation to the instruments owned by the College
* Yearly stocktake of faculty resources
* Photocopying of musical scores including accurate copyright stamping and dating
* Communicates and follows up the payment of the band fee with families
* Requesting (and displaying) conductor rehearsal schedules each term
* Risk Assessments for each of the ensembles
* Organising care kits for each different instrument in the compulsory band program and the hired instruments
* Year 4 Band: Stocktake, Handout/collection of instruments, test administration, Tags and numbering systems

1. Assisting with administration in relation to **peripatetic tutors** including but not limited to;

* Collection of application forms for tutors
* Overseeing sign in/out sheets for all tutors
* Communication with tutors about College operational matters
* Organisation of room timetables for tutors
* Maintaining accurate records of tutor timetables to assist with College roll marking. Copies sent to student admin for cross checking. Entering students into Edumate each morning.
* Keeping photo identification current for all tutors and communicating this to Junior College staff yearly (or throughout the year as new tutors enter)
* Working with the College Finance manager to ensure all tutor personal documentation is collated and current. This includes personal contact information, Working with Children Check, insurance documentation, room hire fee records (sign on sheets).

1. Assisting with the administration related to **performances within the College and at external events** including but not limited to;

* College Musicals
* Assemblies
* College Events (eg. Creative Arts Night, HSC Showcase, South West Festival, Grandparents Day, Graduation Assembly, Celebration)
* Combined School Events (eg. BandJam, Choral Festival, HICES Music Festival, SASC Celebration Service)
* Community Events (eg. Camden Show, Carnes Hill Shopping Centre)
* Competitions and Eisteddfods (eg. Engadine Music Festival)
* CD Recordings
* Workshops (eg. Police band and biannual Music Camp)
* Music Tours (eg. Biannual international tours and national tours)

1. **Student and parent liaison** for Coordinator of Creative Arts, Director of Ensembles, Manager of Ensembles
2. Assisting with organising and maintaining the **College Costume store**.
3. Perform any duties as is required by the Principal or his nominees from time to time.

**The Creative Arts Administration Assistant is expected to be present at**:

* all mandatory College events
* all mandatory professional development activities
* allocated committees

***This role description is underpinned by the College Policies, Procedures and Guidelines.***