



## ROLE DESCRIPTION

### PERFORMING ARTS CO-ORDINATOR

#### 1. ROLE PURPOSE

The KAPA Co-ordinator works as a member of the KAPA Team, which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The role of the KAPA Co-ordinator focuses primarily on providing secretarial and administrative support to the Head of Co-curricular of Performing Arts and team.

This position is responsible to:

- Provide day-to-day secretarial and administrative assistance to the Head of Knox Academy of Performing Arts and team
- Co-ordinate bookings ticketing and auditions for the School productions
- Manage the reception area within the Co-curricular of Performing Arts.

#### 2. ROLE RELATIONSHIPS

The KAPA Co-ordinator is directly responsible to the Head of Co-curricular of Performing Arts. As with all School employees, the KAPA Co-ordinator is ultimately responsible to the Headmaster.

#### 3. ROLE RESPONSIBILITIES

##### Relationships:

- Provide a professional service as the point of contact for all aspects of Co-curricular of Performing Arts
- Assist in developing effective communication links within the School community
- Contribute to the building of positive human relationships within the School community
- Collaborate in team building processes within KAPA
- Provide support and loyalty to professional colleagues

##### Key Support Services to be provided:

- Co-ordinate all incoming and outgoing correspondence
- Handle enquires where appropriate

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- Manage enquiries from staff, students, parents, external parties and suppliers (including use of facilities); managing the KAPA reception area
  - Manage the administration aspects of fees and contracts for any external hire situations in conjunction with Community Relations & Events Assistant
  - Manage the ordering and co-ordination of supplies for the office and the refreshments and supplies for all productions/music recitals/ensemble events throughout the year
  - Maintain records for students, peripatetic staff and OKGA casual staff. Keep accurate records of all scripts and music scores
  - Liaise with agents and external contractors as required
  - Ensure that the appropriate facilities are in place for functions and performances. Co-ordinate venues for rehearsals and final productions. Provide all food, drink and other materials required.
  - Organise all auditions; keep accurate records of student details and attendance for practice sessions and performances.
  - Manage and distribute correspondence for students of Co-curricular Performing Arts inclusive of private lessons, auditions and correspondence as required for the Conductors, Choreographers, Directors and Set and Costume Designers
  - Co-ordinate all ticketing enquiries and sales
  - Keep accurate records for student co-curricular reporting and roll marking
  - Correspond with parents via email, phone and mail for their child's co-curricular
  - Enter data for Co-curricular Performing Arts students and KAPA students reports into the TASS and LMS system for Half-Yearly and Yearly reports
  - In consultation with the Head of KAPA, provide support and assistance towards the organisation and monitoring of the costumes/wardrobe

### **Key Skills & Abilities**

- Organisational skills and the ability to manage deadlines and focus, to see through projects to completion
  - Proficiency in Optimo database, maintaining all records of all print music loans, instrument loans and instrumental loan fees
  - Proficiency in Word, Excel, Google Apps, processing and formatting skills. Ability to produce newsletter style documents, complete RAMPS and Activity Proposals. Maintain mail merge databases for invitations and correspondence
  - Interpersonal skills to liaise with students, staff, parents and outside agencies
  - Confidentiality and discretion dealing with sensitive issues
  - Team player with positive and professional disposition; excellent communication skills
  - Knowledge of general office and administrative procedures
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### **Music Ensemble Support Services to be provided:**

- Music literacy skills, and performance experience, would be highly advantageous.
- Deal with student and parent enquires
- Manage all payments including the Tutor levy collections; instrumental hiring fees, musical levies, excursions, tours and auxiliary projects for various activities
- Collect permission notes for excursions
- Maintain accurate ensemble lists and the music library through us of our Optimo software
- Record and maintain locker log for music students
- Maintain the Music Tutor room booking sheets, rescheduling of lessons when necessary
- Notify Music Tutors of new students
- Collect data for the private music students for the tutors
- Deal with any general correspondence
- Submit purchase requisitions and requests for payment
- Assist in recording all monies in and out and maintaining department budget

## **4. WORK HEALTH & SAFETY**

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

## **5. APPRAISAL AND REVIEW CONDITIONS**

As with all members of staff, the Performing Art Coordinator will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## **6. TERMS OF EMPLOYMENT & REMUNERATION**

The Knox Performing Arts Coordinator will be employed on a fixed term full-time basis commencing on 13 January, 2020 and concluding on Friday 11 December, 2020. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Multi Enterprise Agreement – Support and Operational Staff. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

***All staff are subject to mandatory screening procedures in line with Child Protection Legislation***