



JOB DESCRIPTION

Job Title:	Arts Co-ordinator
Responsible to:	HOF Performing and Creative Arts
Functional relationships:	Art, Music and Drama HOD's and staff Facility and Event Co-ordinator and PAC Technical Manager Property Manager Teaching and Support staff

Primary Goal:

To provide support for the creation and management of CHS Creative and Performing Arts events at Cashmere High School and in the wider community. To develop opportunities, create and foster partnerships to strengthen and grow the CHS arts culture.

Faculty Events

- Support Arts faculty staff to ensure events and activities run smoothly and safely.
- Provide technical support eg: lighting, sound, costuming.
- Liaise with event organisers and relevant CHS staff regarding event plans and marketing requirements.
- Liaise with students and the community about rehearsals and upcoming events.
- Liaise with 3rd party groups regarding relevant events and trips.
- Liaise with the Principal's PA regarding promotion of arts events.
- Liaise with Facility and Event Co-ordinator regarding use of CHS facilities and equipment, ticketing, H&S and risk management.

Faculty Projects

- Work with Arts faculty prefects on school projects eg murals and lunchtime concerts.
- Support staff to grow the faculty's outreach programmes to contributing schools.
- Facilitate the creation and running of a Student Arts Council
- Work with HODs to grow and foster our Visiting Artist Programme

Administration

- Work collaboratively with key staff to determine priorities and develop a plan to implement the school's vision and faculty goals for the arts.
- Develop and maintain a calendar of arts faculty events.
- Provide administrative support to the faculty eg EOTC trip management system, SMS groups.
- Co-ordinate faculty article for quarterly school newsletter.
- Oversee and administer Arts faculty social media (Facebook, Instagram) and communications (e-mail outs).
- Co-ordinate arts faculty awards for prize-givings and prepare certificates as required.
- Maintain database of faculty resources eg props, set assets, costumes etc, and manage lending system.
- Maintain positive relationships with staff, students, 3rd parties and the wider community.

Hours of Work:

- This position is for 20 hours per week during term time only. School holidays are unpaid. Additional hours will only be paid by prior arrangement and mutual agreement with the Principal or Executive Officer.

- Hours of work are usually 9.30am – 2.30pm Monday to Friday, however there is flexibility available as required for events outside these hours (by mutual agreement with the HOF Arts).

Terms and Conditions of Employment:

This position is covered by the Support Staff in Schools Collective Agreement (CA) and is classified Grade C. Commencing pay is dependent on qualifications and experience.

General:

The Arts Faculty is made up of the Visual Art, Music and Drama and Dance departments. In addition to the large number of courses offered in all areas, there are a number of extra-curricular activities run by each department. This position operates across all of them.

Person Specification

- Previous experience in event management or the performance industry
- Experienced in face-to-face customer work
- Strong skills in social media and communication
- A track record of working positively in team environments
- Evidence of the ability to work independently on set tasks.

As in many positions in a large secondary school, the ability to be flexible, use initiative and to work in a timely efficient manner are essential. A good working relationship with colleagues is necessary, as is the ability to relate to teenage students.

Core Competencies:

1. *Participation and Attitude*

- Displays integrity and takes responsibility for own actions
- Respects diversity in the workplace
- Identifies and participates in personal and professional development
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

2. *Thinking and Communicating Skills*

- Conveys information clearly, logically and accurately (verbal and written)
- Strives to use correct Maori pronunciation
- Actively listens and asks questions if required
- Seeks information, analyses options, considers implications and applies sound judgement to solve problems
- Consults others when necessary and keeps appropriate people informed

3. *Managing Self and Relating to Others*

- Accepts ownership for finishing work
- Uses time productively
- Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
- Plans and organises tasks on a day-to-day basis
- Actively builds positive and productive working relationships
- Shares knowledge and credit with others
- Accepts constructive criticism and learns from it