

Position Information Document

Arts and Music Support Officer

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Arts & Music Support Officer provides support to Music and Arts programs of the College and works collaboratively with the Head of Learning Area – Music and Head of Learning Area – Arts & Performance at Marcellin Campus and the Music Performance Coordinator and Head of Learning Area – Arts at Champagnat Campus. They provide administrative and organisational support to the programs and events in Music and the Arts. The Arts & Music Support Officer is expected to set high standards, display a strong work ethic, work with a high degree of accuracy at all times and have a high level of attention to detail.

Qualifications and Experience

Essential qualifications and experience

- Hold or have the capacity to obtain appropriate Police/Child Protection clearances.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Exceptional organisational, problem solving and scheduling skills;
- Sound ability to work under pressure and within time constraints; and
- Experience working as a member of a collaborative team, as well as autonomously.

Personal attributes

- Understanding and support of the Catholic and Marist tradition, culture and ethos;
- Friendly, positive and supportive of others;
- A commitment to maintaining confidentiality of personal records and information;
- A willingness to support and embrace progress and change;
- Possess very strong interpersonal and verbal communication skills;
- Must be capable of proactive self-direction but within a team-oriented context and demonstrate an understanding of the marketing which impacts members of the College Community directly;
- Familiar with Adobe “Photoshop” and “InDesign” programs;
- Has drivers licence to drive students to and from Champagnat Campus and other music/arts related events in the College van;
- Possess the required maturity, skill and mindset to perform skilled and complex tasks and processes as well as undertake more basic support and administration tasks required of the position and the ability to move seamlessly between these tasks; and
- At all times, demonstrate high standards of personal appearance and communication to satisfy the expectations of a professional working environment.

Key Areas of Work

Music Department Administration Support

The Arts and Music Support Officer will:

- Provide administrative support to the Head of Learning Area – Music and Music Performance Coordinator;
- Respond to all enquiries from staff, students and families;
- Assist in the engagement of new Music Tutors;
- Assist with logistical organisation of College musical performances, such as but not limited to:
 - Booking of venue;
 - Schedule meetings;
 - Coordinate the issue and sale of tickets;
 - Maintain records;
 - Assist in any “front of house” duties;
- Support the Head of Learning Area – Music and Music Performance Coordinator in the tutor schedules and any associated documentation and administration;
- Process all documentation regarding student applications to join the Instrumental Tuition Program;
- Receive and direct parent/student/staff enquiries regarding rehearsals, timetables and events;
- Provide assistance with AV and instrumental set up and pack down for various school events, as required;
- Support technical requirements of performances, for example monitoring sound desk or lighting booth, as needed;
- Support the beginning and end of year processes in regards to tutors, bands and ensembles;
- Send out, collect and collate instrumental tuition forms for the following year and provide information to the Head of Learning Area – Music, Music Performance Coordinator and tutors; and
- On occasion, supporting College events after hours, as required.

The Arts Administration Support

The Arts and Music Support Officer will:

- Provide administrative support to the Head of Learning Area – The Arts & Performance;
- Assist Arts Department with storage, organisation, and management of Arts materials;
- Assist in establishing regular Art displays across the College;
- Support technical requirements of performances, for example monitoring sound desk or lighting booth, as needed;
- Support staff in preparing for events, such as but not limited to Musicals and Art Shows;
- Receive and direct parent/student/staff enquiries regarding rehearsals, ticketing and events; and
- On occasion, supporting College events after hours, as required.

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal.

Other certifications

The employee must acquire and maintain:

- Current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- Current police clearance – with no financial convictions or disqualifications;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- Awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

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| Employer: | Sacred Heart College |
| Award: | South Australian Catholic Schools Enterprise Agreement 2020 |
| Category: | Education Support Officer |
| Classification: | Grade 3 |
| Prime location: | Champagnat Campus, Mitchell Park and Marcellin Campus, Somerton Park |

Reporting/working relationship

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| Line management from: | Deputy Principal |
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References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.