

ADMINISTRATION ASSISTANT - PERFORMING ARTS

The Administration Assistant - Performing Arts is appointed by the Principal, is accountable to the Business Manager and day to day direction from the Instrumental Music Coordinator.

The Administration Assistant - Performing Arts works collaboratively with OLMC music and performing arts staff and students to support the College's music and performing arts curriculum and events. This person has particular responsibility for providing administrative assistance to the Instrumental Music Coordinator and Performing Arts Learning Leader.

The Administration Assistant - Performing Arts takes on a role based on a model of Christian service. This person derives authority from the Principal, is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of compassion, justice, courage and joy.

KEY RESPONSIBILITY AREAS

Daily Management of Instrumental Music Lessons

- Assist students/parents with enquiries about lessons, learning an instrument and finding a staff member.
- Support the daily timetable, including changes to lessons at student or teacher request and inform students and parents of these changes when needed.
- Maintain parent contact data.
- Manage daily contact with instrumental music tutors on behalf of the Instrumental Music Coordinator.
- Liaise with the Instrumental Music Coordinator regarding accounts.
- Keep a detailed asset register of instruments as well as the instrument hire register
- Place reminders on SIMON and the Outlook calendar regarding lessons and upcoming events each week
- Return calls and emails from parents on behalf of the Instrumental Music Coordinator when required
- Format letters, invitations to school events, programs etc as required
- Copy music material for instrumental music staff and performing arts staff as required – bind scripts, create booklets when needed for ensembles
- Supervision of practice rooms during lunchtime and recess
- Keep timetables displayed in music foyer up to date when changes occur
- Enter class passes daily on SIMON and monitor student attendance

Administration Assistance for Performances (concerts, recitals, musicals etc)

- Assist with the production of flyers, programs, tickets and notices
- Assist with the management of front-of-house administration, including ticket sales, displays and decorations.
- Assist with the management of front of house in particular tea/coffee, snack bar, rostering parents to help
- Photocopy and disseminate scripts and musical scores

- Assist with costume coordination (fitting, hiring, borrowing, storage)
- Liaise with Community Development Coordinator regarding catering for events
- Assist with management of ticket sales and enquiries

Administration of Performing Arts and Instrumental Music

- Manage bookings of OLMC's Mercedes Hogan Theatre (MHT), hall and lecture theatre for lessons and ensemble rehearsals as required.
- Assist with the storage, maintenance and use of props, sets and AV equipment.
- Maintain the costume storage room
- Assist in the hiring of costumes, props, sets audio/tech equipment and instruments
- Maintain music/DVD library and keep records of the borrowing of music by instrumental staff from the music library
- Complete accurate records of students involved in performing arts activities and provide co-curricular data on the portal for each event participated

Other

- Assist the OLMC administration staff as well as work in other areas of the school during holidays, in-service days, etc if required
- Provide administration support for the Debating events as required.
- Provide assistance to the Community Development Coordinator as required.

Child Safety

- Be familiar with and comply with the College student-safe policy and code of conduct, and any other policies or procedures relating to student safety
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive. The Performing Arts Assistant will be expected to carry out other duties from time to time that are broadly consistent with the position description.

ACCOUNTABILITY

Reports to: Instrumental Music Coordinator

Internal liaisons: Instrumental Music Coordinator, Performing Arts Learning Leader, staff, students and parents

External liaisons: Contractors, suppliers, local community businesses and organisations

CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022 and OLMC employment policies.

This is an Education Support Employee Category C, level 2 position.

From time to time, the successful applicant will be required to work outside or beyond normal school times (evenings and weekends) to support College

performances and events. In such instances time in lieu arrangements will be negotiated.

Break: Half an hour for lunch

Annual Leave: Seven weeks annual leave. This is to be taken as one week in each of the school holiday periods and the remaining weeks during the December/January break.

Key Selection Criteria

1. An understanding of the ethos of a Catholic school, its mission and an understanding of liturgy and faith-based activities.
2. Highly developed interpersonal skills and demonstrated experience in working with a range of stakeholders.
3. Excellent organisational skills and the ability to be flexible, proactive and resourceful.
4. Energy and a desire to work in an environment that values continuous improvement.
5. Well-developed written communication skills and highly proficient computer skills, particularly in Microsoft Word, Excel, and database management.
6. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students.

Date: December 2025