



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Performing Arts Centre & Events Coordinator
Classification	Full Time
Position of Leadership	POL 2
Time Allowance	10 x 70-minute periods per 10-day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Staff & Operations
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team OHS Committee

Purpose of the Position

The Performing Arts Centre & Events Coordinator is responsible to the Deputy Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Performing Arts Centre and Events Coordinator is responsible for managing the Performing Arts Centre and for the promotion and celebration of the performance aspects of all College events. In close collaboration with the Deputy Principal Staff & Operations, the Performing Arts Centre and Events Coordinator oversees the budget, promotion, marketing, maintenance, bookings and staffing for the Performing Arts Centre for both internal and external use. The Performing Arts Centre and Events Coordinator oversees the co-curricular programs, activities, displays, performances, assemblies and liturgies that showcase the artistic performance and achievements of students and staff.

The Performing Arts Centre & Events Coordinator will be primarily responsible for assisting with the logistics of all approved College events, ensuring safety compliance, and optimising the impact of these experiences.

The Performing Arts Centre & Events Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Performing Arts Centre & Events Coordinator will play a support role to all performance-based events within the College. The Performing Arts Centre & Events Coordinator will collaborate primarily between the Deputy Principal Staff & Operations, PAC & Events Assistant, Music Performance Coordinator and other members of staff as required.

They will have a central role in maintaining the internal and external booking system for the Performing Arts Centre. The broad duties of the Performing Arts Centre & Events Coordinator will be to undertake work in the areas below:

Events Coordination

- Coordinate and promote all major college events to the students, parents, staff and the wider community.
- Oversee the coordination of the annual College Production.
- Assist in the organisation of performances, at College events, such as masses, assemblies and the end of year awards and presentation night.

- In collaboration with the Music Performance Coordinator, provide opportunities for students to showcase performances at College Events.
- In collaboration with the Music Performance Coordinator, oversee the supervision of student rehearsals and performances.
- In conjunction with the Music Performance Coordinator, oversee lunchtime and evening concerts and performances.
- Communicate and promote College events to students, parents, staff and wider community.
- Update and review the College event dates in the College Calendar.
- Liaise with Maintenance and the IT department in setting up events.
- Provide opportunities for students to showcase their artistic, visual and performing talents.
- Take a proactive approach to promoting the gifts and talents of the College community through performance and event-based settings.
- Collaborate effectively as part of the Operations Team.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

Performing Arts Centre Management

- Manage the Function Tracker platform, and proactively seek to enhance the booking processes for all bookings of the Performing Arts Centre.
- Develop and maintain a roster for staff (Duty Managers) to oversee external bookings, including providing appropriate induction and guidance on processes and procedures.
- Coordinate bookings for the Performing Arts Centre for both internal and external use, ensuring no conflicts with pre-existing events.
- Coordinate the Performing Arts Centre staff rosters and payment arrangements for external usage.
- Be responsible for technical maintenance in the Performing Arts Centre, including ensuring appropriate inventory listings and back up supplies.
- Communicate and work with outside providers to maintain the Performing Arts Centre, including establishing further partnerships with technical providers.
- Oversee the promotion and marketing of the Performing Arts Centre.
- Liaise with ICT regarding relevant updates to processes, security and access issues, concerns and/or requirements.
- Oversee the use of the Performing Arts Centre for all internal events, including providing appropriate instructions and information on how to book and use equipment.
- Provide ongoing professional development opportunities for staff on the use of the Performing Arts Centre.
- Oversee the Performing Arts Centre budget.
- Produce and present various reports on the use of the Performing Arts Centre.
- Collaborate effectively as part of the Operations Team.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds

- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. An understanding of Function Tracker software or other relevant booking management systems.
8. Demonstrated commitment to ongoing professional learning.
9. High-level proficiency in event coordination and use of PAC technical equipment.
10. Demonstrated experience in scheduling, prioritising, and managing staff workloads to effectively meet a range of competing tasks and deadlines.
11. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

Applications close: 9am Monday 21 August