

Role Description

Performing Arts Administrator – Maternity Leave

Reports to

Director of Music and Head of Operations

Hours: Maternity leave – 12 months, 8:00am – 4:00pm, Mondays to Fridays.

From time to time you may be required to work outside of these days and hours to provide support to the Performing Arts team for events held after-hours and on weekends.

Role Purpose

The Performing Arts Administrator is responsible for assisting in the administration of Meriden School's curricular and cocurricular programs.

Responsibilities

Administration

- Act as first point of contact for the Performing Arts Department
- Communicate and correspond with parents as required
- Assist with Music Academy Reception
- Manage room bookings for ensembles on all three campuses
- Assist performing arts staff with administrative duties when needed, i.e. photocopying, collation of resources
- Coordinate lists and rolls in liaison with music and drama staff
- Take minutes for the Performing Arts department meetings
- Maintain the database for all sheet music, CDs, ensemble music and school-owned instruments
- Assist with the purchasing of instruments and maintenance of the school's existing instruments
- Liaise with Business Services regarding School purchases
- Liaise with Marketing to assist with Meriden publications content and photographs
- Carry out other administration tasks as required by the Director of Music.

Cocurricular

- Liaise with Events Manager regarding music ensembles and requirements for school functions
- Assist with the organisations of excursions, Eisteddfod, competitions, concerts and Music Camp
- Coordinate Scholarships auditions
- Assist Music and Drama staff with curricular programs including all Music ensembles, Theatresports and other Cocurricular activities
- Assist with the organisation of concerts/theatre productions for the Performing Arts staff – rehearsal schedule, stage management plans, equipment lists
- Assist with the organisation of photography, videography for concerts and performances including sourcing copyright and permission
- Collate performance photographs and videos of performances for promotional use

- Liaise with Registrar for music requirements for Open Morning
- Represent the Performing Arts department at Open Mornings, Preview Day, Orientations.

Other Skills and Attributes

- A knowledge of/or understanding of music (desirable)
- Tertiary studies in the field would be viewed favourably e.g. an Arts admin degree (desirable)
- Possess advanced proficiency with the Microsoft Office suite of products and other computer based tools
- Be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary timelines
- Be punctual, highly organised with attention to detail
- Have an orientation towards 'rolling up your sleeves' and getting involved with issues as required
- Have a personal presentation commensurate with the ethos and reputation of the School
- Fully embrace and support the Christian ethos of Meriden
- Be discreet, approachable and confidential
- Loyalty to the School and the Principal.