

# Role Description

## Performing Arts (Events) Administrator

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**Reports to:** Dean of Music and ultimately the Principal

**Status:** Permanent part-time, 3-4 days per week

**Hours:** 8:00am – 4:00pm, 30min unpaid break

\*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

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

### Responsibilities:

#### Cocurricular Programs and Events

- Assist with the organisations of excursions, Eisteddfod, competitions, concerts and Music Camp
- Assist Music and Drama staff with cocurricular programs including all Music ensembles, Drama Club, Theatresports and service activities
- Liaise with Events Manager regarding music ensembles and requirements for school functions
- Assist with the organisation of concerts/theatre productions for the Performing Arts staff – rehearsal schedules, stage management plans, equipment lists and IT requirements
- 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.

#### Administration

- Act as first point of contact for the Performing Arts Department at required events and functions
- Communicate and correspond with parents as required
- 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
- Liaise with Business Services regarding event budgets and invoices
- Liaise with Marketing to assist with Meriden publications content and photographs
- Carry out other administration tasks as required by the Dean of Music.

### Desirable:

- A knowledge of/or understanding of music
- Tertiary studies in the field would be viewed favourably e.g. an Arts admin degree
- Experience in Event management or involvement in Arts organisations.

## **Personal Qualities required:**

- 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 time lines
- 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
- Be discreet, approachable and confidential
- Fully embrace, support and contribute to the Christian ethos of Meriden
- Be loyal to the School and the Principal and publicly supportive of her decisions.