ROLE DESCRIPTION: TAS CREATIVE ARTS ADMINISTRATIVE ASSISTANT

Part time, term time only

Commences Term 4 2016

JOB SUMMARY
Assisting with the management and organisation of co-curricular Creative Arts activities across the school. The role will involve a broad range of activities in the planning, organisation and realisation of many different kinds of Creative Arts excursions, events and performances. From the planning, setup of functions or spaces and assistance with the operation to the managements of events where appropriate. The Creative Arts Administrative Assistant will play an important part in communication between students, parents, teachers, peripatetic staff, external groups or presenters and the Armidale community.

DUTIES

Office Reception- Creative Arts Department and the School
This role encompasses essential communication management from answering the department phone and emails to greeting parents, students and peripatetic staff. The Creative Arts Administrative Assistant may also be required to assist in covering the Main School reception from time to time.

Budget
This role requires keeping records of invoices and casual pay sheets; charging back costs for excursions; and liaising with the School’s Business Office in relation to business and financial matters.

Office Administration
This role assists in the administration of the Creative Arts Department, with duties including photocopying, emails, updating database records, filing, general tidying, ordering supplies, booking venues and buses, taking meeting minutes, maintaining school webpages or social media accounts, completing school documentation - such as excursion requests, catering requests, calendar requests and risk assessments.
Coordination of Student Tuition Program
This role also assists in managing Creative Arts tuition enrolments and allocations of students to peripatetic staff; ensuring semester reporting; liaising with parents and peripatetic staff to ensure high standard of operation of the tuition program at TAS; liaising with New England Conservatorium of Music /external groups regarding tuition.

Peripatetic Administration
A further requirement of this role is the maintenance of peripatetic staff records, such as personal details for the school database, obtaining new tuition schedules each term from peripatetic staff and updating school tuition database; keeping TAS teachers informed of lesson schedules; managing rooming schedules; keeping peripatetic staff up-to-date about TAS calendar with weekly blog; and assisting peripatetic staff with students absentees from lessons.

School Productions Administration
The Creative Arts Administrative Assistant will be central in managing contracts and licensing agreements; maintaining cast lists on School database and managing parent communication; photocopying, binding scripts, books or music or burning CDs; completing school documentation, and communicating plans by email.

Coordination of Instrument Hire Program
Further requirements of this role include the allocation of instruments to students, maintaining TAS instrument hire records; collating hire fees termly to Business Office; organising instrument recall and subsequent stocktake; and organising instrument repairs, updating ensemble folders with band music each term; maintaining ensemble rolls on School database; managing music for the bands - photocopying, filing, ordering music; communicating ensemble plans by email.

Event Management
Finally, the Creative Arts Administrative Assistant will be responsible for booking venues/rooms and transport as required; coordinating performers and accompanists; managing rehearsal schedule and event logistics; assisting with program production; communicating event arrangements with relevant people; maintain required School records.