



Courage in Wisdom | Hope in Love

## Job Description

Title:	<b>Performing Arts Technician</b>
Reports to:	Head of Art
EBA/Award:	SCBC Operational Staff Enterprise Agreement 2024
FTE:	0.1
Employment Type:	Fixed Term Contract

### Position Summary

To provide comprehensive support to the Performing Arts Department, particularly in the area of Drama, through a range of administrative, logistical, and practical tasks. The role ensures the smooth day-to-day operation of departmental activities and contributes to the success of performances, productions, and student learning experiences.

### Job Description

#### Administration:

- Coordinate planning, research, ordering, and payment of invoices for departmental resources.
- Manage the Drama and Production budgets in consultation with relevant staff.
- Conduct supply errands (e.g. Bunnings, Spotlight, etc.) as needed for classes and productions.
- Deliver and collect student work for external events such as competitions, ATAR submissions, and showcases.
- Liaise with the Risk and Compliance Officer regarding Occupational Health and Safety (OHS) matters.

#### Drama Support:

- Organise and maintain performance spaces, including backstage areas.
- Assist during class performance assessments.
- Collaborate with staff and students to fulfil production requirements.
- Maintain an organised inventory of Performing Arts equipment, props, and resources.
- Source or create props and costumes for performances or classroom use.
- Administer performance rights for class productions, including applications and compliance.
- Coordinate advertising and promotional material for school performances.

#### Production Season (Duties may vary):

- Research, order, and source required resources for school productions.
- Assist in the sourcing, design, and/or creation of sets and costumes.
- Provide hands-on support during "bump in" and "bump out" of production events.
- Support set design, preparation, and construction.
- Perform various tasks in the lead-up to performance season to ensure readiness.
- Organise, store, and maintain resources for staff and student use.
- Collect hired or purchased items such as costumes, props, and technical equipment.
- Work with Media and Marketing teams to support the creation of promotional materials, including printed programs and posters.



### Selection Criteria

- Excellent communication and presentation skills.
- Strong organisational and time-management skills to meet deadlines in a fast-paced environment.
- Proven experience in administrative roles, preferably in an educational setting.
- Ability to maintain composure and professionalism in high-pressure situations.
- Strong interpersonal skills and the ability to build rapport with diverse stakeholders.
- Commitment to upholding the values and ethos of South Coast Baptist College.

### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.

### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	