



**Position title:** Performing Arts Coordinator (Administration Position)  
**Reporting to:** Head of Performing Arts  
**Hire Type:** Fixed-Term, Full Time  
**Prepared:** February 2025

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### Overview

Mentone Grammar sets the benchmark for outstanding coeducation from Kindergarten to Year 12. The School is open entry, drawing students from local Bayside and surrounding suburbs. Our renowned Together-Apart-Together model, supported by our campus structure, creates the ideal environment to support students at every age and stage, which has resulted in strong growth and a thriving coeducational community. Mentone Grammar is committed to empowering every student to find their own definition of Happy, Healthy and High Achieving.

### Values

**Caring** – We look after ourselves, our friends, and our families. We support and encourage each other. We can care for everyone in some way.

**Discipline** – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

**Endeavour** – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

**Integrity** – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

**Resilience** – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

**Respect** – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

**Service** – We work voluntarily to help others without expecting anything in return.

### Primary Purpose of the Role

The Performing Arts Administrator is responsible for providing effective administration and coordination of all aspects of the Performing Arts program. The incumbent will act as a central point for staff, students, and parents in relation to Performing Arts enquiries and activities.

The position is a diverse one, providing assistance in a variety of areas:

- Assistance to Performing Arts staff
- Assistance to students and parents
- Record management
- Management of performing arts equipment including bookings and maintenance
- Assistance in managing performance events and concerts, including all event-related material, such as promotional posters, program guides, production branded cast clothing, video release, etc.
- Manage end-to-end delivery of Performing Arts events logistics and supplier coordination, marketing and publication support and event reporting, including ticketing, front of house reception and behind the scenes support.



- Liaise and collaborate with all key stakeholders (internal and external) in a professional, timely and effective manner
- Administration support for the Head of Performing Arts and Head of Music

### Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

#### Administration

- Provide administration for the performing arts program
- Calendar management, awards, and schedules
- Prepare and update a yearly performing arts calendar and communicate all updates to the calendar
- Coordination and management of Performing Arts Co-curricular photos
- Coordinate/Oversee the storage and cataloguing for costumes, props etc
- Oversee and maintain accurate details in the Performance calendar and align with the school calendar
- Provide event management administration for events (information letters, communication, medical records, first aid kits/medical requirements, catering, venue bookings, daily notices etc)
- Assist with logistics for any off-campus performances;
- Maintain the Performing Arts page (events & information) on the school website
- Provide support for school Performing Arts events (including technical requirements such as sound and lighting, including after-hours performances
- Distribution of event information to parents and students
- Invoice parents for books, equipment, camps excursions, production t-shirts, AMEB examinations
- Provide other administrative support for the Head of Performing Arts and Head of Music
- Coordination of Performing Arts casual staff for event support

#### Support

- Assist key stakeholders and general public with enquiries regarding the performing arts program
- Answer incoming phone calls to the Performing Arts office
- Purchasing of Awards badges and arrange engraving of Performing Arts awards
- Coordination and management of Performing Arts Co-curricular photos
- Liaise with Risk Assessment team in drawing up risk assessment documentation for events
- Supporting with tasks relating to Music Monitor and the instrumental music program

#### Data Management

- Maintain records using Operoo, Priava, Resource Bookings and other school databases as required

#### Occupational Health & Safety Responsibilities

- Cooperating with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation
- Reporting hazards and incidents
- Participating in relevant training and induction sessions
- Taking reasonable care for your own and your colleagues' health and safety

#### Other Duties

- Perform various other duties as requested by your manager and / or the School



### Key Relationships

Heads of Performing Arts & Head of Music	Deputy Principal
Director of School Operations	Director of Business
Director of Advancement	Marketing Manager
Finance Manager	Events Manager
Facilities Manager	Publications Manager
Maintenance Team	Sessional Music Teachers
External Providers	Staff
Students	Parents

### Experience, Knowledge & Skills

- Proven experience in managing end-to-end events, including event planning, graphic design, marketing and promotion, event setups (including technical requirements) and post-event reviews
- Extensive experience in administration, preferably in a music/performing arts or school environment
- A technical understanding of music and Music Monitor experience is advantageous but not essential
- Strong event planning and delivery skills
- Demonstrated ability to build and maintain relationships
- Strong written and verbal communication skills
- Proven ability to manage competing priorities
- Excellent attention to detail
- Proven ability to work well autonomously and as part of a team
- A genuine interest in performing arts
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

### Qualifications

#### Required

- Current Employee Working with Children Check
- National Crime Check

### Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

### Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility



- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## Child Safe Standards

**Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)

## Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.