

Drama/ Production Coordinator

Location : Marian College Ararat

Classification : POL 1, 141 minutes

Reports to : Principal, Head of Arts

STATEMENT OF DUTIES

Commitment to Catholic Education

- An understanding of the ethos of a Catholic school and its mission.
- A willingness to support the College's values, policies and procedures.

Drama / Production Coordinator

The Drama program at Marian College enables students to explore and develop their theatrical talents through performance.

The Drama Coordinator is responsible to the Principal and Head of Arts for coordinating the Drama Department and associated school-based productions. Furthermore, the Drama Coordinator is responsible for ensuring the delivery of a quality classroom-based Drama program that is documented.

Specifically, the Drama Coordinator will:

- Under the direction of the Head of Arts, ensure that the VELS are fully implemented into the Curriculum and that, at the appropriate time, ensure that all requirements of the Australian Curriculum are met and documented.
- Submit to the Principal a proposal for the Annual College Production.
- In consultation with the Head of Student Pathways and Organisation, develop a rehearsal schedule for all College productions including the Annual College Production, class-based productions and Wakakirri, and communicate this schedule to parents and students.
- Direct the Annual College Production
- Coordinate and direct a production team to provide support in a range of areas including props, sound, lighting, costumes, music etc.
- Provide direction and support to the Wakakirri performance.

	<ul style="list-style-type: none"> ● In consultation with the College Business Manager, develop a budget for all College productions including Wakakirri. ● Ensure props and costumes owned by the college are maintained in good condition. ● Ensure that facilities for all rehearsals are available and suitable. ● Ensure that appropriate arrangements are made for the students to attend performances from time to time in line with school policies regarding excursions. ● Ensure that the college staff is aware of, and supportive of, the Drama Department and all associated events and performances. ● Ensure that the Drama Hall and storage areas are kept in order at all times.
<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work ● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing
<p>General Duties</p>	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal
<p>Skills/Attributes</p>	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to develop and maintain strong working relationships with key stakeholders ● Capacity to work to tight timelines ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation