

John McGlashan College – Arts Coordinator

The Arts Coordinator will support a coherent cross-curricular and extracurricular programme designed to enrich student participation and achievement in the arts.

John McGlashan College requires an Arts Coordinator to work 30 hours per week during school terms only.

This role has flexible hours during term-time dependant on what events are going on each week, such as the show quest, school production, or Education Outside the Classroom (EOTC), which may require further time. It is the responsibility of the Arts Coordinator to manage this with the relevant teachers/staff.

The primary objectives of the role are;

- to encourage and enhance student participation in all aspects of art and cultural education at John McGlashan College
- to advocate for the Arts at the College both in school and in the community
- to provide coordination and administrative support for the Arts curriculum
- to support and enhance school participation in arts and cultural competitions or events
- to provide quick and efficient communications to the teaching staff and community and liaise with other school arts coordinators e.g. Columba College

Key tasks are;

- support the HOD/TIC/Staff with the organisation and planning of school concerts, performances, trips and any other relevant educational opportunities
- facilitate and organise a monthly Arts Committee meeting, including taking minutes, setting the agenda and using this information to write monthly reports for the College School Boards
- facilitate Year 10 Arts Week administration with the lead teachers of each curriculum focus area
- compile an event calendar and supporting Arts events
- active responsibilities, as determined by the lead teachers, in the school production, show quest and/or show case events
- responsibility for internal and external Arts communications
- facilitate the sourcing of funding streams and opportunities
- any other relevant tasks as requested by staff/teachers in the departments or management

Applicants must have New Zealand residency or a valid New Zealand work permit, and a valid driver's licence. This role will be employed as per Support Staff in Schools Collective Agreement – Administration Grade A, range dependent on experience and qualifications.