

Pymble Ladies' College

POSITION DESCRIPTION

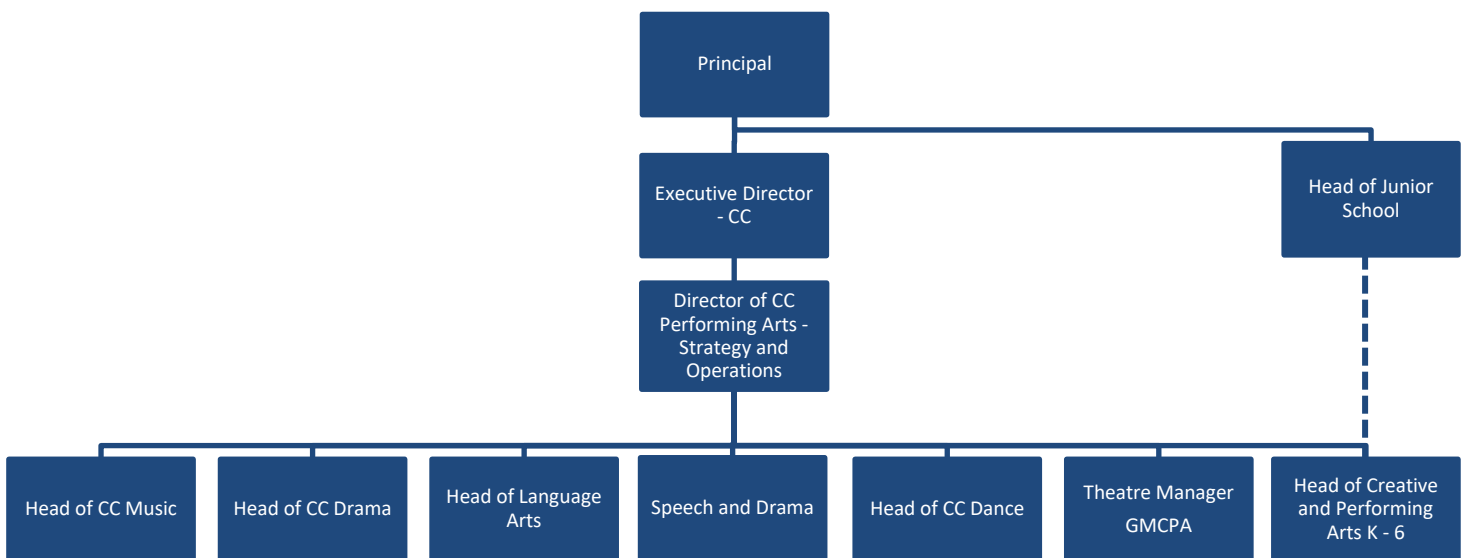
Title:	Director of Co-Curricular Performing Arts – Strategy and Operations
Date updated:	15 August 2024
Reports to:	Executive Director Co-Curricular

Position Purpose and Objectives

The Director of Co-Curricular Performing Arts - Strategy and Operations works closely with the Head of Learning Area – Performing Arts, Director of Sport, Head of Extended Learning, the Heads of Dance, Drama and Language Arts, the Heads of School and the Campus Manager to develop and maintain a high-quality Co-Curricular Performing Arts programs for the College.

The role of Director of Co-Curricular Performing Arts - Strategy and Operations contributes to the development of the K-12 focus in all areas of College life, in the context of supporting the vision.

The Director of Co-Curricular Performing Arts - Strategy and Operations collaborates with the Heads of Dance, Drama, Language Arts, Music (K -12), and the GMCPA Theatre Manager.



Core Job Role Accountabilities

1. Provide operational and strategic leadership to the College in developing and sustaining a high-quality Co-Curricular Performing Arts program for students.

- 1.1. Establish and maintain a high-quality performing arts program to suit all students' interests and capabilities and one that aligns with the College's strategic vision.
- 1.2. Maintain College policy about performing arts programs in the context of the whole of College processes.
- 1.3. Ensure that College policy demonstrates compliance with all external and mandatory bodies that have jurisdiction over Performing Arts.

2. Ensure efficient and effective administrative management of the Performing Arts Programs

- 2.1. Oversee the Performing Arts programs, ensuring appropriate staffing levels and specialist staff engagement.
- 2.2. Ensure that the range and quality of the Performing Arts programs offered at the College are adequate and meet the needs of students and standards of the College within the facility and reasonable constraints of the whole College.
- 2.3. Support the Performing Arts staff in managing groups, ensembles, performances and competitions.
- 2.4. Set clear expectations for students, staff and parents that elicit support for the College's Code of Behaviour for all Performing Arts programs.
- 2.5. Collaborate with Performing Arts staff to develop a calendar of Performing Arts events that provides equitable opportunity to rehearse and showcase the Performing Arts and the College.
- 2.6. Identify the range of staff required to fulfil the program's goals and oversee the recruitment process.
- 2.7. Effectively oversee and ensure the promotion of Performing Arts events and activities within the College and the wider community as appropriate through various platforms/windows/media.
- 2.8. Identify the requisite skills for staff and provide training and professional development opportunities to meet the program's needs and the required standards.
- 2.9. Explore and research opportunities to form strategic partnerships with Performing Arts entities as they arise.
- 2.10. Make recommendations to the Executive Director Co-Curricular for partnership consideration as appropriate.

3. Demonstrate leadership through the provision of professional guidance and support to the Heads of Language Arts, Drama, Dance and Music

- 3.1. Work closely with staff to create and maintain a supportive and motivating framework to allow students to achieve high performance and personal excellence in the Performing Arts program.

- 3.2. Develop positive and effective relationships with artists, College staff, representatives of community and interschool organisations, parents, the wider school community, and sponsors.
- 3.3. Oversee the organisation of intra-house and inter-school performing arts events.
- 3.4. Manage effectively and deal expeditiously with issues or concerns that may occur in the relation to the Performing Arts program.
- 3.5. Work closely with support and parent groups and attend meetings where appropriate.

4. Measurement and Evaluation of College performance

- 4.1. Monitor and review the performance of the College in Performing Arts.
- 4.2. Monitor the participation rates of students in Performing Arts programs.
- 4.3. Evaluate the programs regularly, making recommendations to the Senior Deputy Principal for change when necessary.
- 4.4. Prepare a development plan for Co-Curricular Performing Arts which will identify priorities over a five-year period and which will describe and clarify the vision for Performing Arts in alignment with the College Strategic Plan.

5. Administration, Communication and Record Keeping

- 5.1. Facilitate recording timely and accurate information for Performing Arts.
- 5.2. Oversee processes for staff involved in the Performing Arts Program to maintain effective records of students' activities and achievements and contribute this data to the process for awarding Colours.
- 5.3. Monitor staff processes for recording student attendance and participation in performing arts and ensure consistency across programs.
- 5.4. Provide effective and timely communications to students, staff and parents.
- 5.5. Act as the representative for the Principal in communications with other schools and with Performing Arts entities.

6. Financial and infrastructure management

- 6.1. Develop and oversee the Performing Arts budget to meet resource priorities.

7. Communication

- 7.1. Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

8. Risk and Compliance

- 8.1. Report directly to the Principal on any matters relating to child protection.
- 8.2. Consistently adhere to College policies and procedures, particularly Risk Management, WHS, Child Protection, and emergency response practices.

9. Professional Learning

9.1. In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

10. Other duties may be required from time to time.

Core skills, knowledge and experience

- Willingness to support the ethos and values of the College.
- Ability to lead teaching, learning, innovation and change effectively.
- Ability to build a shared vision.
- Possession of a broad vision of holistic curriculum.
- Excellent interpersonal skills and the ability to relate and influence people at all levels of the organisation.
- Confident and competent presentation, group facilitation and training skills.
- Outstanding planning and organisational skills.
- Proven ability to lead, coach and develop others.
- Strong written communication and documentation skills.
- Flexible, responsive and creative with an innovative mindset.
- Possession of enthusiasm, energy, drive, initiative and perseverance.