



Job Description

Position	Terms of employment	Responsible to
Arts Co-ordinator Position	Support Staff in Schools Collective Agreement	HOD Drama & Office Manager
Central Beliefs		
<ul style="list-style-type: none"> • The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do. • We are all Life-long Learners (Everyone is capable of learning) • We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand 		
Employment Status		
Permanent, part time (12 hrs per week), school term time only		
Key Descriptors of an Arts Co-ordinator at Lincoln High School		
Professional Responsibilities Promotion Liaison	The Arts Co-ordinator's Responsibilities include, but are not limited to: <ul style="list-style-type: none"> • Advertising events within and outside of the school • Preparation of articles/photographs for school open nights and other promotions • Write articles for community newspapers • Create publicity posters/promotional materials • Working alongside EET students to support and help resource students for internals • Between the different Performing Arts departments and extra-curricular groups • Between the school and outside school contracts/performers/groups/schools 	

Co-ordination	<ul style="list-style-type: none"> • School Arts events • Visiting artists/exhibition • Students attending shows/exhibitions • Entries into competitions/exhibitions for school • Transport to events • Wardrobe hiring/borrowing • School Arts Weeks, Performing Arts Evenings, Open Day • Student exhibitions/performances in community 	
Administration	<ul style="list-style-type: none"> • Events/activities/exhibitions throughout the year including photographs and reports • Keeping record of hired/borrowed items and follow-up late returns – music/drama • Inventory of instruments/textbooks/scores in school • Assistance with budgeting, especially with combined projects such as Musical Production and Showcase evenings 	
On-hand practical support	<ul style="list-style-type: none"> • Daily demands from the four Performing Arts departments in the school – includes information dissemination, funding proposals, bookings, collation of information sourcing materials/information, picking up supplies, phone calls, sponsors/fundraising, updating Toi Whakaari and Facebook Performing arts pages. • Creation of posters/ displays within Performing Arts and on billboards within school that are kept up to date for school and wider community. • Support with costume resourcing for major productions and working alongside students and staff for major productions. 	
Other	<ul style="list-style-type: none"> • Production/exhibitions other Arts events in the school • Design & costumes etc. • Attending meetings and communication between Art staff • Any other relevant Arts related requirements in the school or requested by the HOD Drama or Principal 	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. 	

Building Learning Capacity Life-long Learning	<ul style="list-style-type: none"> To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. 	
Relationships, Attributes, Community	<p>To establish a positive working relationship with ākonga, whānau, teachers and colleagues</p> <ul style="list-style-type: none"> Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. Is a strong and supportive 'team player' with great communication skills Confidence to work autonomously or within a team environment Demonstrates initiative and resourcefulness Has a friendly and approachable manner Contributes to the corporate life of the school by maintaining LHS standards and expectations Maintains positive interaction with all stakeholders Be loyal to the departments, school and fellow staff Maintain a high standard of professional conduct at all times Maintain effective working relationships with colleagues through open communication Contribute positively to the life of the school and community <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none"> Maintains confidentiality at all times. Communicates issues or concerns relating to employment to the Principal. 	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		