

# Marian College

## Performing Arts Coordinator



### Position Description

POL	POR 3 lessons time release per fortnight
Position reports to	Principal
Collaborates with	Curriculum Leader: Arts and Technology, Business Manager

### Position Overview

The Performing Arts Coordinator leads the College's performing arts program with vision, creativity and compassion. This position oversees the annual major performing arts production and fosters inclusive, safe environments where students thrive socially, emotionally and creatively.

### Catholic Identity and Mission

- Through the lens of Brigidine values—wonder, compassion, justice and hope—this role cultivates spaces where students can explore identity, voice and belonging through the performing arts
- Support the College's values, policies and procedures through visible and relational leadership.

### Leadership and Vision

- Champion student voice and creative expression through high-impact co-curricular experiences
- Collaborate with staff, students and families to deliver engaging productions and initiatives that celebrate community and creativity
- Promote innovation in the performing arts program by integrating contemporary pedagogies, technologies and artistic forms
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

### Pastoral Care

- Create performance environments where all students feel safe, encouraged and valued
- Support restorative approaches in managing conflict or behavioural concerns
- Liaise with wellbeing and learning support teams regarding student needs and inclusion strategies within the performing arts events.

### Staff Development and Leadership

- Collaborate with the Curriculum Leader Arts and other staff to design inclusive classroom and co-curricular experiences
- Communicate clearly and generously with staff regarding rehearsal schedules, supervision roles and performance expectations
- Promote professional generosity and collegial spirit through team-based creative planning and shared reflection
- Model collaborative leadership and support staff participation in drama-related events with care and clarity.

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## Communication and Engagement

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- Develop transparent and engaging messaging to students and families about drama opportunities, commitments and schedules
- Foster community connection through public performances, excursions and storytelling opportunities
- Build enthusiasm and pride for the College's performing arts offerings across local and regional networks.

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## Specific tasks

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- Organise and manage auditions for Performing Arts activities
- Partner with the College Business Manager to prepare budgets and manage resources for productions.
- Direct the annual major performing arts production
- Coordinate and direct a production team to provide support in a range of areas including props, sound, lighting, costumes, music etc
- 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 the Drama Hall and storage areas are kept in order at all times.

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## Commitment to Child Safety

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Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Performing Arts Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters.

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## Health and Safety

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All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

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## Other duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.