

# The St Marylebone CE School

## Job Description



<b>Post:</b>	<b>Arts College Coordinator</b>
<b>Line Manager:</b>	<b>Assistant Headteacher: PA Faculty</b>
<b>Department:</b>	<b>School Office &amp; PA Faculty</b>

### Conditions of Employment

You are employed in the capacity of an Arts College Coordinator to and with the benefits of the conditions of employment set out in your Contract of Employment. You are required to understand and be supportive of the Christian ethos of the school, operate within the school's Equal Opportunities policy and be responsible for promoting and safeguarding the welfare of children and young persons whom s/he is responsible for or comes into contact with.

### General Conditions of Work

Full Time

### Specific duties

#### (1) Arts College Coordinator

##### ***Main duties:***

- Work with the Head of the Performing Arts Faculty to meet the administrative needs and ensure the smooth running of the Arts, Maths and Computing Specialism
- Manage the Saturday Arts School' 'takepart!' working in liaison with the Artistic Director
- Organise and deliver the Arts Award to St Marylebone School pupils
- Assist with the management and evaluation of the specialisms' outreach programme

##### ***General:***

- Typing letters for trips; disseminating information to staff and partner schools; typing and compiling reports, booklets and other publicity material such as concert and performance programmes;
- Produce the Arts, Maths and Computing College Newsletter using Quark;
- Have a weekly meeting with the Head of Performing Arts Faculty;
- Attend and minute the Performing Arts Faculty meetings;
- Attend and minute the Specialist College Management Committee meetings;
- Organise refreshments for Arts College meetings and training days;
- Circulate all minutes and relevant material;
- Keep an updated mailing and VIP list;
- Cover reception from 8:00 - 9:00am from Tuesday to Friday;

## **(2) Saturday Arts School – TakePart !**

### ***Main duties:***

- Manage Saturday Art School receptionist;
- Main point of contact between the School and takepart!'s Artistic Director;
- Co-ordinate recruitment of students, auditions and Sparkle members;
- Manage and up-date the website;
- Organise end of year performance e.g. venue hire, letters to parents;
- Manage the marketing of the final performance e.g. publicity, design, tickets;
- Maintain and up-date the takepart! photo gallery;
- Keep a database of candidates applying for audition, successful pupils and a waiting list;
- Keep files on current pupils and those waiting for a place;
- Ensure registers are kept up-to-date and any details deemed necessary included;
- Liaise with parents/guardians and be the first point of contact;
- Liaise with primary schools;
- Manage the takepart! budget;
- Liaise with the Finance Department regarding the banking of registration fees, donations, etc and be responsible for the administration of these;
- Distribute any information relating to the Saturday Arts School as required;
- Type up any letters, minutes, proformas, etc related to the Saturday Arts School;
- Attend Arts College Management Committee meetings and feedback on takepart!

### ***Community Programme:***

- Keep a database of names and addresses of all community partners
- Mail letters to community partners as required;
- Help with the publicity of community projects, performances, rehearsals, etc;
- Liaise with community project leaders regarding general administration support;
- Distribute and collate community evaluations;
- Liaise with outside arts companies and agencies.
- Manage Westminster Youth Orchestra; keep an up-to-date database of students; co-ordinate recruitment of old and new members; organise conductors, venue hire, programme and refreshments
- Co-ordinate paperwork for the Westminster Choral Festival and Secondary Music Network Meetings
- Organise refreshments for the Performing Arts Network Meetings
- Liaise with outside arts companies and agencies
- Liaise with the Arts and Music Officer at Westminster LA regarding invoices and charging

## **(3) Other:**

- Cover reception during the school holidays.