



**ALL SAINTS'  
COLLEGE**



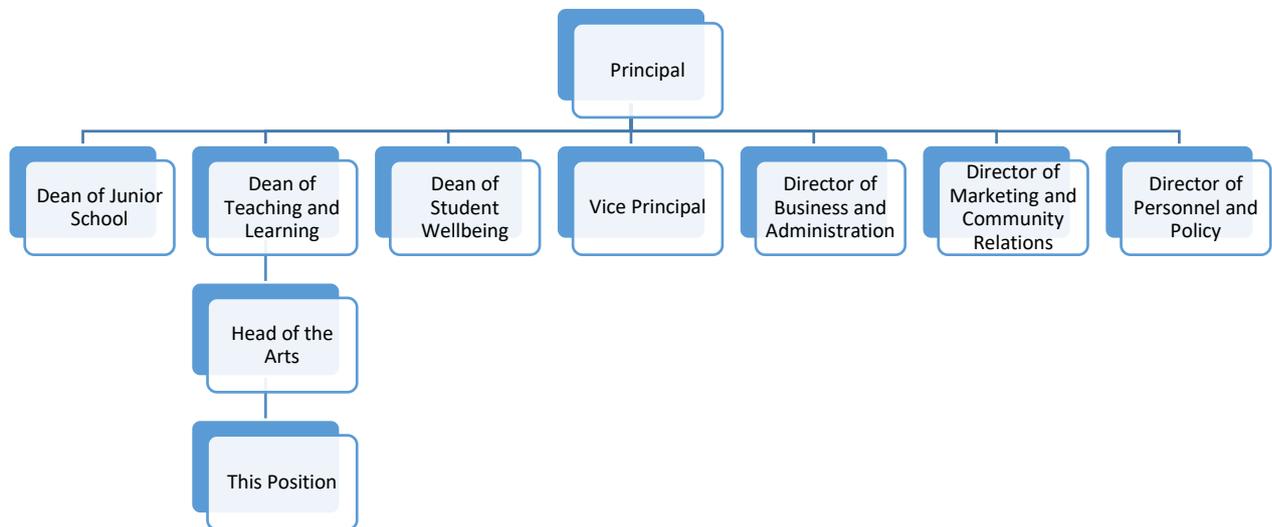
## DUTY STATEMENT ARTS INTERN (0.4424 FTE: 18.75 hours / week in term time)

*All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.*

### POSITION PURPOSE

The Arts Intern is directly responsible to the Head of the Arts for providing Arts-related support to various functional areas of the Arts, including program support, administration and the marketing and publicity of events via web and social media.

### ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Arts Intern will assist the Head of the Arts and Arts staff authorised by the Head of the Arts to provide basic technical, administrative and general assistance to support various activities of the Arts.

### 1. Administration

- (a) Use a calendaring system (Microsoft Outlook) to organise time allocation for various support activities as determined by the Head of the Arts.
- (b) Contribute and organise content for the Courier and social media.
- (c) Use 'Book it' and 'Fix it' for any Centre for Performing Arts facility needs.
- (d) Provide administrative support when appropriate.
- (e) Correspond with artists when required.

### 2. Operational Support

- (a) Provide general assistance for:
  - i. Support in the Arts classes when required (including cocurricular by arrangement);
  - ii. Attend/Assist Arts performances and events;
  - iii. Create promotional and marketing materials;
  - iv. Support and organise the filming production/reproduction/distribution of Arts events;
  - v. Ticketing and promotion of events; and
  - vi. Organise the maintenance/borrowing and lending of costumes and equipment associated with the Arts:

*For example:*

- Costumes and props from the Dance/Drama resources
  - Media equipment and the contents of the Media Store
  - Charge of batteries
  - Data management
  - Venue assistance and maintenance (Dance Studio, Upper Theatre & Media Room)
- (b) Work closely with other staff in collating and forwarding articles and photos for newsletters and other College publications.
  - (c) Assist with equipment and facility maintenance.
  - (d) Assist with CPA events when required (including on occasion Box Office).
  - (e) Pursue relevant professional development, as directed by the Head of the Arts.
  - (f) Develop and manage key projects as identified by / in collaboration with the Head of the Arts.

### 3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.

- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

#### 4. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

November 2020