SANTA MARIA COLLEGE PERTH

POSITION DESCRIPTION

Position: Administrative Assistant – Dance and Drama

Classification: ATO Level 3

Reports to: Director of Corporate Services

Tenure: Ongoing

The Administrative Assistant – Dance and Drama, under the guidance of the Head of Dance and Drama, will provide support to the College's Performing Arts program. The role would work closely with the Head of Dance and Drama, provide administrative support to the Dance and Drama program and events.

KEY RELATIONSHIPS: Staff, Students, Parents, Costume and Wardrobe Coordinator, Venue and Technical Manager, Head of Dance and Drama, Director of Corporate Services

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Coordinate Dance and Drama enrolments, respond to enquiries, provide information to prospective students and families, and familiarise new students with the department and Cultural Centre
- Facilitate communication between teaching staff, students, parents, venue and technical staff, and external providers
- Coordinate the administrative and logistical requirements of rehearsals, performances, workshops, excursions and other departmental events, including bookings, transport, catering, student payments, participant lists and Consent2Go documentation
- Maintain Dance and Drama co-curricular timetables, attendance records and reporting requirements
- Prepare and distribute departmental communications, notices, materials and event documentation, including cast lists, call sheets and programs, using approved information
- Maintain departmental calendars, event schedules and administrative records to support the effective planning and delivery of Dance and Drama events and activities
- Provide administrative support to the Head of Learning Area in the coordination and delivery of the curricular and co-curricular Dance and Drama programs
- Liaise with the College's CRD team to coordinate photography, articles, event promotion and communications to families
- Maintain Dance and Drama SEQTA and social media pages
- Manage departmental supplies and purchasing requirements, including obtaining quotes, raising purchase orders, ordering resources and monitoring stock
- Assist in maintaining clean, organised and functional Performing Arts spaces
- Attend and provide operational and administrative support for Dance and Drama events, including ticketing and Front of House duties, and assist with other College events as required

- Provide general administrative support to the Dance and Drama department
- Comply with College policies and procedures and maintain an active health and safety culture
- Take shared responsibility for ensuring a child-safe culture within the Catholic Education system
- Undertake other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- The ability to work independently and as part of a team
- Well-organised, accurate, flexible, creative and innovative
- Advanced IT skills in the Microsoft suite
- Ability to be flexible and adaptable in a fast-paced evolving work environment
- Strong dedication to customer service
- Strong problem-solving skills
- Excellent verbal, non-verbal and written communication skills

Desirable

- Experience in a comparable role in either a secondary college/school or tertiary institute
- Knowledge of dance and drama terminology would be advantageous
- An interest in the Performing Arts and an understanding of the dynamic nature and operations of a Dance and Drama department, including the practical and logistical demands of rehearsals, performances and productions

3. TERMS OF EMPLOYMENT

- Occasional evening and/or weekend work will be required
- Salary to be annualised over the year based on weeks worked
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: November 2026