St Margaret's College
Balanced foundations, bright futures.

Position Description

Position title	Arts Administrator
Position reports to	Director of Co-Curricular Arts
Tenure	Permanent Part Time – 41 Weeks per year, 40 hours per week (Term Time + 1 week per each term break)
Date	October 2026

About St Margaret's

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake.

Purpose of the position

To invest in the culture of St Margaret's College and to administer, coordinate and promote the Arts while supporting the curricular and Co-Curricular needs of the staff and students, in particular the Heads of Performing Arts, Visual Arts and Creative Technologies.

Key Accountabilities

Accountability	Expected deliverables
Develop a positive relationship with the teaching staff of the Arts disciplines	• Ensure communication between Arts Administrator and staff is frequent and productive by: ▪ Making sure links are made between Arts teaching staff ▪ Attendance at Performing Arts, Visual Arts and Creative Technologies faculty meetings, as required ▪ Ensuring regular contact is made with relevant staff outside these faculties

Support the Co-Curricular Arts programme	• Communicate and liaise with relevant staff and outside tutors, whole staff, all students, and community, about the Co-Curricular Arts Programme • Support the facilitation of the Arts Council and lead the Middle School Arts Committee with the assistance of the Director of Co-Curricular Arts • Foster relationships with students in Co-Curricular groups by maintaining an active presence at trips and events throughout the year, e.g Showquest, Bandquest, Big Sing, NZ Dance Made
Network and research information on arts events and learning opportunities and circulate relevant information	• Communicate with relevant local and visiting groups/artists, specialist teachers and send appropriate information based on this knowledge to relevant groups, book and set up visiting artists / shows • Keep all calendars updated
Coordinate and support Arts events and processes for the whole school and community's benefit	• Ensure all arts events, assemblies, performances are well planned/supported and calendared in conjunction with the relevant faculty and Director of Co-Curricular Arts • Support the Heads of Performing Arts, Visual Arts and Creative Technologies, as well as the wider Arts team in delivering arts events • Ensure school processes, systems and events are supported effectively e.g. Arts Sign Ups, Arts Photos, Performing Arts Scholarship process, calendar entries and updates • Perform any other duties as reasonably requested by the Director of Co-Curricular Arts, your Manager
Communicate with all areas of the school community	• Ensure a growing awareness of the Arts and the opportunities available at Junior, Middle and Senior level • Liaise with Community Relations, external photographers or organise to take photography for all curriculum and Co-Curricular calendared events
Co-Curricular Administration	• Curate the photo boards on display in arts spaces • Maintain Arts noticeboard and create posters and programmes when required • Consistent administrative work at the directive of the Director of Co-Curricular Arts and Community Relations to promote Arts in the school newsletter, daily notices, school magazine, yearbook, handbook, other print services, posters and programmes, promotional material, social media handles and the website • Coordination of spaces and bookings e.g. communicating with venues, Community Relations, arts staff, IT, AV and maintenance
Curriculum Administration	• Have regular communication with the Heads of Performing Arts, Visual Arts and Creative Technologies • Ensure the teachers' and students' needs are supported

	• Prepare classroom materials e.g. photocopying, binding, laminating, purchasing stationery and sourcing resources at the discretion of the arts staff, and in conjunction with the Admin team (as appropriate) • Supervise service hours for students • Coordinate and support curriculum projects as requested by the Heads of Performing Arts, Visual Arts and Creative Technologies. e.g. IB or NCEA Art Exhibition, Creative Technologies Showcase, Dance and Music Showcases • Foster relationships with students who are taking arts subjects
Administer Arts awards processes	• Maintain and improve the administrative materials in support of the Arts awards • Coordinate awards assembly administration e.g. venue bookings, set up, certificates, slide show, liaising with identified staff
Education Outside The Class	• Be responsible for all Arts EOTC administration and all the requirements to enable the trips outside of school are compliant and up to date before the event, with oversight from the Director of Co-Curricular Arts
Production Administration	• Administration tasks as required; e.g. student contracts, sign in and out sheets, coordination of staff in different areas of production, communication • Ticketing; set up and manage Eventfinda to sell tickets for the production, coordinate the release of tickets with Community Relations and allocate/manage staff and ticketing during production week • Rehearsal spaces; book all rehearsal spaces for the duration of the show. This includes the booking of Charles Luney Auditorium months in advance. It also includes classrooms and changing rooms that are going to be used for productions
Itinerant Lessons: Speech and Drama Music	• Manage the administrative processes that enable students to sign up for itinerant lessons • Support the Director of Co-Curricular Arts and Head of Music (as required)
Events/Trips	• Support arts curricular/Co-Curricular events throughout the year at the discretion of the relevant staff member or Director of Co-Curricular Arts, e.g. FOH support at Dance or Music Showcase, set up and pack down • Facilitate the organisation of the Arts Celebration in conjunction with the Director of Co-Curricular Arts and Arts Council • Attend events throughout the year both onsite at St Margaret's College, Christ's College and externally facilitated events • Attend Co-Curricular trips at the discretion of the trip leader in order to support and alleviate pressure on teaching staff, e.g. Big Sing Cadenza, Showquest, Bandquest • Organise or provide transport to and from various venues

Professional Learning and development	• Participate fully in the school's performance reviews in an honest, professional, and communicative way • Maintain high levels of performance through participation in the school-wide professional learning and development programme
Being part of the St Margaret's College team	• Actively, collaboratively, and positively participate as a member of the team • Proactively look for opportunities to improve processes • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Adhere to all St Margaret's College's procedures, policies, guidelines, and standards of integrity and conduct.

Functional Relationships

- Curriculum Leaders
- Performing & Visual Art Faculties
- Head of Creative Technologies
- Head of Centre for Innovation
- TIC Debating
- Heads of School
- Maintenance/Grounds/catering staff
- Director and team of Community Relations
- Administration staff

Qualifications & Experience

- Previous experience in performing arts and event management
- Strong stakeholder and customer service experience
- Strong administrative skills
- Strong written and proof-reading skills
- A competent user of ICT tools and design (would be an advantage)
- Be a vibrant energetic and collaborative team member who is able to establish and maintain effective working relationships within the Faculty and School
- Be a strong advocate of the school; its mission, values, and religious learnings
- Be recognised as an employee of excellence
- Have empathy with students, staff, and families
- Have a desire to be involved in Co-Curricular activities
- Be able to set goals and participate in strategic planning
- Be able to show initiative and problem-solving skills
- Be flexible, adaptable and demonstrate future focused thinking
- Be organised and project-driven in order to achieve outcomes
- Value professional learning and development opportunities and be committed to continual development.