Position: Production Manager Performing Arts/Teacher of VET

Immediate Supervisor: Director of Creative and Performing Arts

Subordinates: Nil

Award/Agreement: Independent Schools NSW (Teachers) Multi-Enterprise Agreement 2015-2017

Classification: Teacher

Nature of the role
• To assist the Director of Creative and Performing Arts in the planning, organising and staging of all Performing Arts activities, both within and outside the classroom
• Promoting the mission and ethos of the School, participation in the liturgical life of the School and modeling of appropriate standards of behaviour.

Organisational context of position
• The Production Manager/Teacher of VET reports directly to the Director of Creative and Performing Arts for the planning and day-to-day management of Drama and Music productions and resources
• For other school activities or events the scheduling of the work for the Production Manager is the responsibility of the Director of Creative and Performing Arts who will liaise with the teachers of Drama and Music when responding to requests or establishing work programs
• The Production Manager/Teacher of VET reports to the Director of VET in carrying out duties related to the teaching of the Entertainment syllabus in Years 11 and 12.

Key accountabilities and responsibilities

1. Production
   • Manage and oversee all aspects of production in the Creative and Performing Arts faculty
   • Facilitate communication and collaborative work among crew and attend all production meetings
   • Responsible for staying ahead of production schedules and being pre-emptive with all deadlines
   • Ongoing communication with the Director of Creative and Performing Arts, faculty staff, crew and contractors
   • Prepare and provide wrap-up procedures to all faculty events
   • Maintain the technical facilities within the faculty for teaching and production work
   • Advise on the upkeep and upgrading of facilities
   • Instruct groups in technical and production design, lighting work, etc. as requested and supervised by teachers of drama and music
   • When determined by the Director of Creative and Performing Arts, the Production Manager/Teacher of VET will assist staff and students working on production aspects of co-curricular programs, major audio-visual projects and School public functions such as parent information evenings and prize giving
• Prepare costings for the presentation of Performing Arts and VET departmental budget requests for production equipment
• Supervise booking arrangements for the use of equipment and other performance spaces and maintain appropriate documentation and records
• Liaise with the Directors of Performing and Creative Arts and VET for any physical requirements for the spaces within the performing arts and VET teaching and performance venues
• Organise the repair and maintenance of production equipment with qualified repairers and provide assistance when equipment requires repair during rehearsals and productions
• Attend productions, concerts, seminars, etc. from time to time as required, either with pupils as supervisor, or for personal development
• Attend a scheduled termly production calendar and planning meeting with the Director of Creative and Performing Arts.

2. Recording Studio
• Provide recording engineering and technology expertise for the faculty as required
• Set up and record live music concerts, recitals and special studio recording sessions as required
• Confer with producers, performers, and others in order to determine and achieve the desired sound for a production
• Record speech, music, and other sounds on recording media, using recording equipment.
• Maintain the hardware dedicated to the studio, particularly recording studio maintenance, sound treatments and basic maintenance of sound reproduction equipment in our recording studios.

3. Teaching Practice
   The teacher is responsible for:
   • Teaching and developing the entertainment curriculum in Years 11 and 12
   • Creating a learning environment which engages and stimulates learning and promotes excellence, where students both are challenged and supported
   • Creating flexible learning environments which support learning through enquiry enabling students to engage, reflect, experiment and discover
   • Adopting practice which reflects innovation and creativity in design and implementation
   • Planning an educational program, which fosters the creative growth of each student.

4. Co-curricular
   A well-rounded education must include the creative development of all students. The Production Manager/Teacher of VET has responsibility for:
   • Recommending to the Director of Creative and Performing Arts Production opportunities to explore and give expression to each student’s talents, skills and character
   • Contributing to the co-curricular performing arts programs as agreed
   • Attending all Performing Arts events as featured in the Lindisfarne Creative and Performing Arts calendar.

5. Pastoral Care
   Implementing the Pastoral Care Policy and Program, in particular:
   • Building rapport with individual students
   • Encouraging growth of self-esteem in each student
   • Referring matters of concern in relation to students to the Head of Pastoral Care or Head of Secondary.
6. Curriculum and development of resources
   • Writing student academic reports per guidelines and within published time-frames
   • Planning educational programs which foster the creative growth of each student
   • Developing and implements academic programs in accordance with School and Board of Studies syllabus and assessment requirements
   • Ensuring that teaching and learning programs allow achievement of syllabus outcomes
   • Maintaining appropriate and accurate records of programs and student progress and achievement.

7. Professional development
   • Demonstrating commitment to teacher professional development through interest and attendance at appropriate in-service courses, commitment to a program of professional study and/or reading and ongoing links with relevant Professional Associations including BOSTES and the NSW Association of Independent Schools.

8. General administrative and other activities
   • Completing all relevant paperwork required for School excursions including risk assessments
   • Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the School Discipline Policy and Procedures and attention to rostered duties such as playground supervision, examination supervision and excursions.

The above list is in no order of priority, nor is it exhaustive or complete; some items will occur frequently, others from time to time.

Knowledge, Skills and Experience
   • Graduate Teaching qualification
   • VET/Entertainment Cert IV
   • Suitable experience in a similar role is strongly desirable
   • Comfortable making independent decisions and working in a consultative environment
   • Highly developed time management skills and able to prioritise
   • Ability to set up, calibrate and operate studio-recording equipment
   • Work efficiently and professionally in a fast paced, team-oriented production environment.

It is a requirement that teachers are loyal to the ethos of the School and will demonstrably enact School Policies and support the Principal and Senior Leadership of the School.

Workplace Health & Safety:

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

   • Read and understand all School Health and Safety regulations applying to their position
   • Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation
   • If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware
   • Comply with all workplace health and safety instructions
   • Make proper use of relevant safety devices and personal protective equipment
• Seek information and advice where necessary before carrying out new or unfamiliar work
• Maintain dress standards appropriate as per the Staff Handbook
• Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment
• Bring to the attention of their immediate supervisor any sub-standard situation or procedure that they observe.

**Performance Indicator:**

Key accountabilities and responsibilities must be met as an indication of performance and failure to meet these may lead to a performance review.

The duties and responsibilities of the Production Manager/Teacher of VET may vary from time to time at the discretion of the Principal.

*I have read and fully understand the contents of the Position Description*

Signed __________________________ Date __________________________