

30 October 2023

2024 AFL Arts Trainee

Role Description:

The AFL Arts Trainee primarily assists the Arts Domain Learning Leader in providing administrative support and delivery of Arts based programs. This includes supporting Arts Events; stocking, maintaining and preparing equipment, and general administration for school Arts based events.

Major tasks include:

- Working closely with the Arts Domain Learning Leader in preparing and planning for upcoming Arts Events.
- Management of Visual Art Supplies and supporting teachers.
- Management of Performing Arts equipment and supporting performing arts events.
- Helping to run House Events (Chalk Art, House Performing Arts Competition)
- Assisting the Visual and Performing Arts staff with equipment and classroom resources
- Supporting extra-curricular activities such as School Production, Art Club, Drama Club, Musical Ensembles, Jazz Team (depending upon skill set)
- Promotional material for Arts Events.
- Administration and support for the Arts Co-Curricular events (such as Arts Tech Festival, Showcase, Senior Performing Arts Night etc)

Duties and responsibilities:

- General administrative support
- Assist with the delivery of Arts programs
- Liaise with other schools and community groups regarding various arts events
- Organise Arts Awards
- Maintain co-curricular arts records
- School Production administration.
- Maintain and replenish consumables
- Set up, pack up and maintain Performing Arts equipment
- Communication with students and parents
- Displaying of student artwork
- Maintaining a community notice board for the Arts

Job Requirements

- Attend training and professional learning programs to maintain skillset for this role
- Flexibility and ability to operate effectively in a changing environment
- Be familiar with the College's First Aid and Emergency procedures