

## POSITION DESCRIPTION

# DRAMA ASSISTANT

Position Title	Drama Assistant	Reporting to	Head of Drama
Area of Appointment	Drama		
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self		

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

### Role Purpose:

The Drama Assistant plays a central role in supporting the teaching and learning experiences in Drama and the development of productions and performances contributing to the overall student experience. Reporting to the Head of Drama, responsibilities include in-class support to teachers and students, administrative support, support for co-curricular opportunities for girls in Drama which provide greater support to production, and providing support to other departments within the Creative Industries.

Resource Management
<ul style="list-style-type: none"><li>• Maintenance of props, set pieces and costumes in storage areas.</li><li>• Research, cost and procure equipment and supplies.</li><li>• Liaise with the Head of Drama and external providers to source, order and maintain new equipment, resources and materials for productions and teaching and learning experiences.</li><li>• Establish and maintain systems for the storage, access and maintenance of Drama resources.</li><li>• Maintain the workshop and making-space materials and resources including art kits, make-up kits, tools etc.</li><li>• Attend and participate in Department meetings with the Creative Industries Technician and Head of Drama.</li><li>• Record and distribute minutes from Drama meetings and agendas.</li><li>• Consult with teachers to clarify production needs and source and prepare resources for Drama lessons as required including costumes, props and set pieces.</li><li>• Prepare, set up, assist with the distribution and pack down of resources and materials for Drama lessons and making activities.</li><li>• Manage and coordinate petty cash, external accounts and purchase orders and support the HOD in the budget and expenditure of productions.</li><li>• Maintain a cataloguing system and procedures for the borrowing/returns and stocktake of props, set pieces, costumes and Drama resources.</li><li>• General administrative duties to support the Drama Department and HOD such as booking excursions and workshops and booking events including updating these to the school calendar and compiling resources and resource packs for classes and learning activities including copying, printing and binding of resources.</li></ul>

<ul style="list-style-type: none"> <li>Establish and maintain a front-of-house space in the Newman Theatre which facilitates current performances and showcases the works of students in performance, production and design.</li> </ul>
<b>Pre-Production</b>
<ul style="list-style-type: none"> <li>Coordinate the procurement, development and construction of design and technical needs for productions liaising with all key stakeholders including external contractors               <ul style="list-style-type: none"> <li>Sourcing, making, altering and maintenance of props, costumes, sets and technical/design elements of productions.</li> <li>Regular consultation with staff and student's directors and production teams.</li> <li>Coordinate the development and distribution of promotional materials and marketing for Drama productions and events liaising with the Marketing and Communications team, Head of Drama and staff or student directors and companies.</li> <li>Liaise with the Marketing and Communications Team to establish booking processes and procedures for performances.</li> <li>Attend all rehearsals for current major productions in the capacity of producer/stage manager to identify and anticipate and action the specific needs of the production including design and technical elements.</li> <li>Document the process and development of productions to anticipate and respond to the needs of Drama teachers, students and projects.</li> <li>Coordinate and facilitate student volunteers from the co-curricular Production Crew to support the needs of productions and performances including set/prop/costume design and construction, front of house and backstage crew, tech support crew.</li> <li>Provide in-class support to teachers, students and student companies as required by the company and specifically where personal expertise and skills can be best employed eg working with individual actors/designers or small groups to develop aspects of their work, assistance with choreography for the Year 6 Musical, support for rehearsals for the Year 6 Minimester.</li> </ul> </li> </ul>
<b>Performance and Postproduction</b>
<ul style="list-style-type: none"> <li>Managing the performance space and auditorium as per the needs of the production.               <ul style="list-style-type: none"> <li>Coordination of backstage areas and backstage crew.</li> <li>Provide support to students and staff during performances.</li> <li>Coordinate and facilitate the role of stage crew.</li> <li>Coordinate bump in and bump out of events and productions.</li> <li>Coordinating Front of House for Middle School performances.</li> <li>Being the key responsible person backstage during performances.</li> <li>Serve in the role of Stage Manager/Production Manager for productions and performances. including establishing clear processes and procedures for calling shows, managing backstage. operations, managing students in the backstage and Green Room areas.</li> </ul> </li> </ul>
<b>Risk and Compliance</b>
<ul style="list-style-type: none"> <li>Safe and purposeful use of the Scissor Lift.</li> <li>Following Wilderness School safety standards and protocols.</li> <li>Maintaining safe and clean workspaces for students and staff.</li> <li>Safe handling of tools including power tools, manual tools and equipment.</li> <li>Ensuring clear access and egress of performance and work spaces.</li> <li>Establish and monitor safety procedures against potential hazards for staff and students.</li> <li>Management and storage of potentially hazardous materials, tools or equipment.</li> <li>Ensure regular training for safety procedures including First Aid and Scissor Lift training</li> </ul>
<b>Relationships</b>
<ul style="list-style-type: none"> <li>Work successfully in a team and develop and maintain relationships that ensure successful outcomes.</li> <li>Model and promote respectful relationships with and between students to creating welcoming and supportive spaces for learning where students are encouraged to engage in learning.</li> <li>Establish and maintain clear professional boundaries.</li> </ul>

## DRAMA ASSISTANT

### Qualifications, Skills, and Experience:

- Suitable experience and a background relevant to the role – theatre production and design.
- Excellent interpersonal skills and the ability to relate effectively to students, staff and parents.
- Highly developed organisational skills and the ability to meet changing deadlines.
- Proven capacity to operate in a collaborative, professional, confident and confidential manner.
- Evidence of ethical behaviour in all professional duties

### Conditions

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- Scissor Lift Licence and Training
- Drivers Licence
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition, you are required to provide evidence of COVID-19 vaccination or medical exemption endorsed by the Chief Public Health Officer and adhere to the School's Child Protection Policy.

### Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described, under any and all conditions as described.

Signed:

Date:

Print Name: