

POSITION DESCRIPTION



METHODIST
LADIES'
COLLEGE

Theatre Arts Assistant

Reports to:	
Head of Theatre Arts	
Department/Section:	
Theatre Arts	
Key Relationships:	
<ul style="list-style-type: none">• Head of Theatre Arts• All staff• Parents and students• General Public	
Qualifications, Skills and Experience:	
<ul style="list-style-type: none">• Relevant qualifications/skills and/or demonstrated experience in Theatre Arts• Experience in costume design, construction, maintenance• Strong sewing abilities• Highly developed communication and interpersonal skills, and the ability to build and maintain strong relationships with colleagues, students, parents and the general public• Exemplary organisational skills, attention to detail and the ability to prioritise and manage changing priorities• Initiative and proactivity to work both independently and collaboratively as a team member• An ability to work flexibly and assist with activities and events outside of standard hours when required• Professional vitality and enthusiasm for Theatre Arts• A positive commitment to demonstrate the College's Vision, Mission and Values	
Role Responsibilities:	
<ul style="list-style-type: none">• Assist the Theatre Arts Department coordinate all events, productions and activities across junior and senior years• Undertake general departmental administrative duties relating to Theatre Arts• Maintain and catalogue all departmental resources including costumes, properties, books and general resources, equipment and sewing resources etc• Repair, replace and remove resources as appropriate• Purchase materials and equipment for teaching and performances• Carry out costume design, construction, sourcing and maintenance for all age groups• Take measurements and co-ordinate costume fittings for performances• Demonstrate flexibility and be available to work additional and out of normal school hours, in preparation for and during, all productions and performances• Collate and send reports for Dance and Drama colours• In liaison with Finance Department, maintain departmental financial records of income and expenditure• Ensure safe work practices are adhered to at all times	

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- Comply with all College policies and procedures
- Undertake other duties as directed by the Line Managers
- Demonstrate a commitment to model, promote and represent the College's Vision, Mission and Values of the College at all times