Applications are invited from suitably qualified staff for the following position:

Part Time Permanent Creative & Performing Arts (CAPA) Assistant

24 hrs per week over 4 days

Experience with sound and lighting will be highly regarded

Ideally all applicants will be able and willing to participate fully in the religious dimension of the College.

Applications should be emailed to:

Principal’s Secretary
St John’s College, Woodlawn
PO Box 6
Lismore NSW 2480

Email: dmelino@lism.catholic.edu.au

Applications must be received by 12 noon Monday 27 February 2017

Child protection legislation requires preferred applicants to be subject to employment screening.

An Equal Opportunity Employer
Role Statement: Creative and Performing Arts (C.A.P.A.) Assistant

The Creative and Performing Arts (C.A.P.A) Assistant plays an important role in the Art, Music, Drama and Dance departments in ensuring that the resources of the departments are organised and utilised to the greatest extent. The C.A.P.A Assistant is not required to accept responsibility for class management or control, nor take part in lesson procedures except as requested by the teacher of the class.

The College C.A.P.A Assistant works under the direction of the Leader of Learning - C.A.P.A. to support the Art, Music, Drama and Dance departments in a variety of roles including but not limited to:

- General assistance with lighting and audio for C.A.P.A. performances and exhibitions
- Preparation, setting up and packing up of displays, presentations and performances for the C.A.P.A. department, whole school assemblies and miscellaneous College events as required
- Preparation of materials for practical lessons (mainly Art, Photography and Music)
- Collection of materials and clean up after practical classes
- Cleaning of areas such as art, photographic and ceramic room sinks
- General maintenance and minor repairs of equipment
- Storage of equipment and chemicals and maintenance of relevant records and registers
- Stock Control including ordering of stock when low, handling, storage and distribution of stores
- Routine record keeping and other miscellaneous clerical work including collation of invoices and monitoring budgets
- Compliance with Work Health Safety procedures. Note, there is a degree of physical work and manual lifting within this position
- Other miscellaneous tasks as directed by Leader of Learning – C.A.P.A. or the Principal or his delegate
St John’s College Woodlawn

Selection Criteria:
Creative and Performing Arts (C.A.P.A.) Assistant

- Satisfactory Working with Children Check
- Experience in creative or performing arts disciplines will be a distinct advantage
- Experience with operations of audio visual equipment for presentations and performance will be highly regarded
- Demonstrated ability to use computers and common software
- Competent written and verbal communication skills
- Relevant qualifications/training or willingness to undertake further training
- Ability to work as an effective team member and independently when necessary
- A flexible approach and a sense of humour
- Practicing Catholic or willingness to effectively support the Catholic ethos of the College

Note
The position is for 44 hours per fortnight, days worked to be negotiated with the successful applicant primarily to accommodate the department’s timetable needs. Days worked may need to be renegotiated each year.

A six (6) month probation period applies to this position.