



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

Cultural Coordinator Assistant Job Description

Part-time 10 hours/week

Term time only

Fixed Term

Responsible to Cultural Coordinator and Senior Leader.

Key responsibilities

To assist the Cultural Coordinator to achieve the long term goals of this important cornerstone. Specifically to broaden participation in cultural activities and promote excellence through showcasing student talent and nurturing our gifted and talented performers.

Tasks include:

1. Providing administrative support to the Cultural Coordinator
E.g. Communication with students, staff and parents; fund-raising; sponsors; promotion of events; collating student participation information for recognition and awards
2. Assist with cultural events and performances
3. Manage resources in the Performing Arts Area
4. Offer supervision of groups or specific coaching or tutoring during lunch times

Signed:.....

Principal:

Date: