

Creative Arts Liaison Job Description

Creative Arts Liaison tasks for The Arts Faculty

What does the Creative Arts Liaison do?

This is a support staff position, and the role of the Creative Arts Liaison is to support and promote the Art, Drama and Music departments and the Arts Faculty as a whole. This means you will be expected to employ different skills to complete a variety of tasks.

- Promoting The Arts through Social Media with Arts Website, Instagram, Facebook, newsletters, School magazine, Community news. Provide up to date information and promotional material
- Active promotion of events and opportunities on social media
- Develop and update HHS Arts Website
- Create and collect content for the school newsletter
- Create and collect content for the school magazine

- Resourcing/suggesting appropriate arts events and learning opportunities to meet the curriculum learning needs of the students. (Creative Arts Liaison needs to familiarise themselves with these).

- Helping to organise and run Arts events such as Arts Festival, Talent Crest and Arts Awards Evening.
- Help to organise Arts Festival
- Help to organise Arts Awards
- Help to organise Talent Crest
- Prize giving management - engraving, certificates
- Attend and help with Arts events

- Must have experience with setting up and running sound systems for performances and concerts.
- Experience with lighting systems for drama and music performances.
- Exploring performance and display venues (eg. Children's Theatre in public library; music concerts at rest homes; art displays in a café). Arranging primary school/crèche/senior citizen audiences for some performances.

- Applying for funding/grants for activities where appropriate. actively seek fundraising opportunities

- Liaising with community groups and the media re: List arts events online on event listing sites.
- organise Kahui Ako meetings and co-ordinate Arts activities/ events within CoL

- Communicating with parents and stakeholders about upcoming events
- Communicate with Whaanau and community via emails, phone, social media.
- Meet and liaise with outside organisations visiting the school
 - Promotion of arts events through display and media (eg. Display of posters in school and community/fliers distributed; approaching the media for publicity for forthcoming events by arranging for interviews and photos for press articles, radio interviews etc).
 - Disseminating information to students of arts events in the community and school.

-Advertising arts events through daily notices.

-Updating arts noticeboard with news, photos, cuttings of arts events.

-Needs to be competent and capable with computers i.e. able to use google drive and email efficiently to disseminate information.

-Learn to use and communicate through school systems such as Schoology and Kamar. Creating and managing specialist groups.

- Giving artworks a profile in the school through display in the admin area/library. Mounting and delivering art works to display venues.
- Assisting with trips and outings as needed eg. Collecting money and consent forms from students at intervals/typing information letters to parents.
- Helping with production aspects of performances: eg. Costumes/set/props/front of house/ticket sales.
- Ancillary-type work where required: filing, photocopying, typing up information, tidying up, cleaning and organising..
- Work with the Arts Head of Faculty, Council, Captains and Faculty

-Liaise with the Arts Captains and Arts Council

- Attend Arts Council meetings and events

- Be an active member of the Arts Faculty by communicating and collaborating with Drama. Music and Visual Arts departments.

- Regular presentations at Arts Faculty meetings of "whats on this term / month etc"

- Liaise with Accounts about budgets, invoices, order number etc.
- Design documents eg: posters, awards, invitations and images for arts events such as music concerts and drama performances. Therefore it is a plus to have graphic design abilities and be able to have basic skills on picture editing software.

- Driving is essential for Buying things, picking things up, returning things. Transporting students.

Creative Arts Liaison tasks in Art Dept

- scan/photograph artworks for HHS websites, insta and update. Also maintain art displays at HHS

- Coordinate, promote and organise student work for annual Art competitions and exhibitions. This would include making a year calendar of school and external art events, working with property on art displays around the school. Also working with front office on art displays on electronic board and with Arts Captains for HHS Events

-Arts news in newsletter

-Maintain and promote art work of the week

- practical jobs to include: cutting paper & palettes, putting artworks up, organising the materials cupboards, art library, art office, store room, kiln room, collecting resources for art rooms ...

Creative Arts Liaison tasks in Music Dept

-Promoting music events to the Hillcrest community - posters, Facebook, Instagram, radio, community posts.

-Communicating with parents and stakeholders about upcoming events
Booking venues for events - auditorium and University/Community

-Music lesson timetables for students and caregivers

-Helping to maintain music practice rooms - a time consuming task

-Activities day organisation

-EOTC forms, planning and accommodation

-School show - huge task - printing, communication with venue, organisation of pack in and pack out. Communicating with students and caregivers about rehearsal schedules, promotion of show.

-Creating and managing music groups in Kamar

-Locating music research articles

-Coordinating music items for assemblies

-Managing instrument repairs - pick up, delivery

- Promote lunchtime concerts - posters, Schoology
- Management of technology rollovers
- Assisting with set up for lunchtime concerts, international concert, Arts awards.
- Available for evening and weekend events.

Creative Arts Liaison tasks in Drama Dept

- Maintain and organise the Costume, props, set and dressing rooms
- Tidy away costumes, props and sets.
- Acquire quotes and purchase equipment
- EOTC forms, planning and accommodation
- Help with drama groups and events eg: Theatresports, Shakespeare production, Shakespeare Regionals, Junior Shakespeare, Social Theatresports.
- Collate information on spreadsheets for productions
- Assist with production “pack in” and “pack out”
- Promotion and sales for productions
- Collect and return first aid kits from the nurse for drama trips
- Check the bus booking