CAPA Administration Assistant

Recruitment Information

Location	Brindabella Christian College	**Work Location**	Lyneham, ACT
Reports To	Head of CAPA	**Classification**	CCM Enterprise Agreement
Review Date	ASAP	**Employment Basis**	0.4 FTE
Position Purpose	The Creative and Performing Arts Administration Assistant provides professional administrative and operational support to the CAPA Faculty, coordinating events, performances, communications, resources, and faculty administration while fostering student creativity and supporting the Christian mission and educational excellence of the school.		

The Position:

The Creative and Performing Arts (CAPA) Administration Assistant provides comprehensive administrative, operational, and event coordination support to the Creative and Performing Arts Faculty. The role is responsible for the efficient administration of performances, productions, exhibitions, etc.

Working within a Christian educational environment, the CAPA Administration Assistant contributes to the school's mission by supporting students and staff in developing and expressing their God-given creative talents through excellence in the arts.

Key Responsibilities:

- Support budget administration, purchasing, invoicing, and expense reconciliation.
- Assist Performing Arts Coordinator and Head of CAPA with the administrative requirements for concerts, musicals, drama productions, exhibitions, assemblies, special events, copyright compliance and instrumental and vocal tuition programs.
- Manage venue bookings, rehearsal schedules, equipment requirements, and event logistics.
- Liaise with students, parents, staff, guest artists, adjudicators, and external providers.
- Monitor instrument hire agreements, equipment inventories, and resource allocations.
- Maintain faculty equipment and storerooms, including minor maintenance and keeping consumables stocked.
- Perform other duties consistent with the scope and classification of the role.

Qualifications and Requirements:

Essential

- Demonstrated experience in an administrative or office support role.
- Strong event coordination and project management skills.
- High-level proficiency in Microsoft 365 applications including Word, Excel, Outlook, Teams, and SharePoint.
- Current Working with Vulnerable People (WWVP) registration.
- Knowledge of workplace health and safety requirements.
- Strong interpersonal skills and a collaborative approach to teamwork.
- Commitment to supporting the Christian mission and values of the school.
- Ability to support safe learning environments for students.
- Ability to maintain confidentiality and professional standards.

Desirable

- Certificate IV, Diploma, or equivalent qualification in Business Administration, Arts Administration, Event Management, or a related discipline.
- Previous experience in a school or educational environment.
- Understanding of child safety, risk management, and excursion administration.
- Practical aptitude for the routine care and basic maintenance of equipment and specialist resources.
- Experience operating sound and audio-visual systems for live events, such as performances and chapel services.

Workplace Health & Safety

- Promote and model the importance of health and safety across the workplace.
- Remain vigilant to potential or actual hazards and take appropriate action to address or report them.
- Take reasonable care for personal safety and the safety of colleagues and students, intervening where necessary to prevent unsafe acts or conditions.
- Wear Personal Protective Equipment (PPE) when required and use it correctly.
- Engage in mandated emergency procedures and drills to maintain operational preparedness and uphold organisational safety protocols.

Child Safety

CCM is committed to promoting child safety, children's wellbeing and protecting children from abuse. An appointee to this role must comply with CCM's child safety policy and related policies and procedures (including the Code of Conduct), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children. Mandatory screening around suitability to work with children applies to every position.

Variations to Position Description

This Position Description may be refined, updated, or amended from time to time to reflect operational, organisational, or regulatory requirements. Any such refined or updated version supersedes and replaces all previous versions of this Position Description.
Any such refinements will not fundamentally change the nature, purpose, or classification of the position. Where material changes are proposed, these will be addressed through appropriate consultation and, where applicable, formal variation processes.

Application Process

Applicants for the advertised position at Brindabella Christian College are required to complete the CCM Employment Expression of Interest Form found on the BCC website.