



# Epsom Girls Grammar School

## Arts & Culture

### Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

**Position:** Arts and Culture Assistant - Permanent Part Time

**Responsible to:** Arts and Culture Co-ordinator

**Direct involvement with:** Arts and Culture

**Primary responsibility:** To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of Arts and Culture

#### Key Tasks:

- Design posters, tickets and programmes for various Arts and Cultural events • Craft articles for school newsletters and the school website
- Assist in the organisation of major Arts and Cultural events such as Fia Fia Night, Polyfest, Drama productions and The Arts and Cultural Awards.
- Assist with the school production.
- Organise Education Outside the Classroom (EOTC) for school trips. This includes filling out the required forms, such as EOTC applications, as well as organising relief for teachers and notifying the school of students involved who will be absent from class. It may also be necessary to organise transport for students and staff. • Photocopying and printing
- General errands – this may include making trips to various stores around Auckland to pick up resources required for performances
- May be required to enter co-curricular details for reports
- Help to organise groups for co-curricular photos
- Assist at Arts and Cultural events when required
- Liaise with members of the Arts and Cultural Committee, particularly school leaders, Arts Curriculum staff and Teachers in Charge of Arts and Cultural Groups
- Liaise with admin and support staff with regard to accounts, photocopying and promotion
- Purchase equipment for the Department – this involves coordinating with various companies and assisting in the processing of accounts.

**The successful candidate should be:**

- Passionate about Arts and Culture and what this represents to the school and the wider community
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with students, staff and parents
- Personable – relate well to both students and teachers
- Highly organised with attention to detail
- Proactive in approach to responsibilities – seek to add more to Arts and Culture within the school
- Easily contactable, flexible and reliable, particularly during busy periods
- Knowledgeable about Arts and Cultural events within the school and Auckland
- Have an understanding of appropriate and respectful language and behaviour within the school environment.

**Practical Skills:**

- Good visual communication skills
- Ability to create effective displays, for example designing posters and tickets for productions
- Competent with computer programmes and printers – ability to use Photoshop is an advantage
- Strong writing skills.