



## Traineeship - Creative and Performing Arts

New Position Commencing 2022

### ABOUT THE POSITION

AFL SportsReady currently has an exciting position available for someone wanting to pursue a career in the education industry. In this position, you will be legally employed by AFL SportsReady for the duration of the 2022 school year, on a part-time load (2-3 days per week). You will undertake a traineeship with an accredited Certificate III in Business. Working for the Host Employer; Shellharbour Anglican College, the successful trainee will receive paid on the job training.

Shellharbour Anglican College has an excellent Creative and Performing Arts (CAPA) program with a focus on technology. Reporting to the Coordinator of Creative and Performing Arts, the purpose of this role will be to support the operation of Music facilities and CAPA programs.

### RESPONSIBILITIES:

Under the guidance of the Coordinator of CAPA, the CAPA trainee will assist in the coordination of the College CAPA program.

#### These include:

- Effectively liaise with all levels in the School community and wider community when appropriate
- Liaise and keep in regular contact with music tutors and personnel involved in CAPA
- Assist in the stewardship of equipment in the CAPA department
- Assist with administration, scheduling and communication process for individual music tuition through the Peripatetic Music Program
- Assist Music staff with set-up and pack-up of music rehearsal/performance spaces and practical lessons. Maintain sheet music collections and digital score libraries for cocurricular ensembles
- Assist with the design, organisation and operation of audio, lighting and visual systems for live performances and recording studio environments
- Organise and facilitate instrument repairs and maintenance cycles
- Other duties as required by the Coordinator of CAPA and the College Administration
- Attend key events, performances and excursions supporting the CAPA staff to achieve their vision to – *'Inspire, cultivate and equip a contemporary learning community of artists and musicians toward authentic and meaningful creative expression, service and influence. To champion, produce and appreciate*

### KEY SELECTION CRITERIA

#### The CAPA trainee will exhibit:

- A warm and welcoming manner
- An ability to prioritise workload under the direction, in a proactive and efficient manner
- Developed organisation skills with attention to detail
- An ability to work in a team as well as being self-motivated
- Good communication skills with staff, parents and students
- Good ICT skills including MS Office, Google and database management
- Professional presentation
- General interest/knowledge of Music, musical instruments, audio equipment and technology for creative industries
- Current driver's license

### TRAINEE BENEFITS

#### As the successful applicant, you will:

- GET PAID: Earn while you learn (National Training Wage)
- GET EXPERIENCE: Real work-place experience with Shellharbour Anglican College
- GET EDUCATED: Combine work with education and study for a fully funded qualification
- GET NETWORKED: Build a network of key industry contacts
- GET SUPPORTED: Dedicated AFL SportsReady staff members (Field Officers and Educators) will support you every step of the way
- GET INTO UNI: Direct entry and course credit to one of our University partners (Conditions apply, visit University partners for details)
- GET A HEAD START: Experience + Education + Networks



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## MORE INFORMATION

- People with tertiary qualifications need not apply. Current university applicants may have to defer their studies to be eligible for this traineeship.
- This position is best suited to a recent secondary school leaver.
- Open to candidates with a permanent right to work in Australia
- Applicants are required to have a current Working with Children Check clearance prior to commencing employment at Shellharbour Anglican College. Please visit <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> for further information.

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## HOW TO APPLY

- Complete the application form via the AFL SportsReady website, attaching a tailored cover letter and up to date resume.
- Complete the Shellharbour Anglican College Application for Employment form available from the College Website [www.shellharbourac.nsw.edu.au/employment](http://www.shellharbourac.nsw.edu.au/employment)
- Applications should be emailed to: Anna Booth at [nswjobs@aflsportsready.com.au](mailto:nswjobs@aflsportsready.com.au)

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## CLOSING DATE

Friday 29 October at 5pm

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## CONTACT

Anna Booth  
State Manager NSW ACT  
T: +61 3 8532 7200  
[nswjobs@aflsportsready.com.au](mailto:nswjobs@aflsportsready.com.au)

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## ABOUT SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Anglican College is a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We are one of nineteen schools currently operating under the banner of The Anglican Schools Corporation (TASC).

Shellharbour Anglican College strives to provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity. Pastoral Care isn't a buzz word at Shellharbour Anglican College, it's what we do. The distinctives of teaching and working at Shellharbour are the excellent academic programs, the stimulating teaching and technology-rich environment, the nurturing pastoral care of individuals, the exciting cocurricular opportunities and its strong Christian ethos.

A Shellharbour Anglican College education plants a deep fire within the young people of tomorrow so that they crave challenge, relish deeper learning and develop the courage to explore opportunity and make a positive difference in their community and beyond.