



Duty Statement

Position title:	Drama and Media Assistant
Effective date:	January 2026
Position status:	Part time (0.34FTE) - 40 weeks per annum
Days of work:	Two days per week to be negotiated with Head of The Arts
Hours of work:	8.00am – 4.00pm
Award:	Educational Services (Schools) General Staff Award 2020
Agreement:	Lake Joondalup Baptist College Inc. Operational School Staff Agreement 2018
Reports to:	Head of The Arts

Commencement date: January 2026

About the Position:

The Drama and Media Assistant is an integral position supporting the Drama and Media Teachers. This position will work under the direction of the Head of The Arts and will provide the support that is needed to continue to offer a dynamic programme that encourages students to do their best in the Arts Learning Area.

Duties and Responsibilities:

Duties related to the position include, but are not limited to the following:

1. Drama duties

- Work in consultation with the Drama Teacher to manage and maintain costume and prop storage areas.
- Catalogue existing costumes and props.
- Make basic repairs to costumes and props as needed.
- Assist with costuming, make-up and prop management for student assessment performances, including school productions.
- Assist with setup of props, costumes and/or set requirements for Drama Department events.
- Set up and maintain basic archive of Drama Department photos, posters and associated Production material.
- Create displays for parent nights, etc.
- Purchase equipment or drama resources, as approved by Drama Teacher and/or Head of The Arts.
- Help during Drama productions as needed.
- Assist Drama teacher with budget updates.
- Communication related to Drama Department events with students/parents as directed by Drama Teacher.

2. Media duties

- Assist with Media, Media promotion and classroom displays.
- Maintain equipment, resources, costumes and props.
- Assist in the setup of class materials and equipment for special events, for example costumes, props, equipment for class filming activities, parent nights, etc.
- Purchase equipment and classroom materials as approved by Media Teacher and/or Head of The Arts, and maintain Inventory
- Basic computer duties, for example, putting student films on USBs for Media promotion, etc.
- Liaise with Library staff for accessioning equipment.
- Assist Media Teachers with budget updates.

3. Other duties

- Attend staff meetings as required.
- Attend the Graduation or Awards evening as directed by the Head of Business and Operations.
- Undertake other duties as requested by the Head of The Arts.

Professional Review:

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

- Demonstrates excellent interpersonal and communication skills.
- Consistently delivers outstanding customer service with a friendly and approachable demeanor.
- Highly attentive to detail and committed to accuracy.
- Strong organisational abilities with proven time management skills.
- Proactive, self-motivated, and shows initiative in all tasks.
- Thrives in collaborative team environment and contributes positively.
- Capable of working effectively under pressure and meeting tight deadlines.

Qualifications / Requirements

- Previous work experience and/or qualifications in an Arts related field.
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

Essential Selection Criteria

1. **Committed Christian:** A practicing Christian and active member of a church, with a commitment to modelling Christian values within the school community. A current reference from the applicant's Church Pastor/Minister should be provided, displaying evidence of active involvement in their faith community.
2. High level of organisation, planning and time management skills.
3. Demonstrated experience in a student-focused work environment and willingness to commit to an exceptional level of service.
4. Excellent interpersonal and communication skills.
5. Computer and technology application skills (Microsoft Office Suite).

Paul Sonneman-Smith
College Principal

September 2025

How to apply and additional information

Please visit the Employment Section on the College website:
<https://www.ljbc.wa.edu.au/Employment.php> and read the 'Application Information' section.

Applications must be submitted with a completed Employment Application Form, which can be downloaded on the Employment page.

Please ensure that you have included the following documentation in your application as outlined below:

1. A completed Employment Application Form
2. Covering letter which includes written responses to the Essential Selection Criteria in the Job Description.
3. Resume which includes contact details of two professional referees.
4. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement.
5. Working with Children Check, or undertaking to apply prior to commencement.
6. A written reference from your Church Pastor/Minister.

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

Applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4.00pm, Monday 29 September 2025.