

**CULTURAL COORDINATOR**

**Part-Time Position, 3 Days P/F**

**commencing in Term 4, 2019**

The Southern Independent Schools is a well-established sporting and cultural association of 14 Independent and Catholic secondary schools,

located in the south east region of Melbourne.

The advertised position will coordinate and administer the cultural program which comprises of the following:

*Art & Technology Exhibition; Book in a Day Championship; Chess Championship; Debating Championship; Drama Workshop & Theatresports™ Championship;*

*Performing Arts Concert; Public Speaking Championship; Teen Chef Championship*

The successful applicant will work 3 days per fortnight, primarily at John Paul College in Frankston and is required to travel to some events. It is essential to have a current drivers licence, working with children check and be able to arrange flexible working days within each fortnight.

If you have a genuine interest in interschool cultural activities, previous experience in a similar role and qualify with the skills below, then your application is invited for commencement in this role.

* Excellent communication and interpersonal skills
* Able to build and maintain good working relationships
* Quality administrative skills
* Experience in Microsoft Office including Excel, Word, Outlook
* Excellent organisational skills
* Attention to detail and the ability to prioritise workload

Applications should be submitted via

email: ckloppenborg@sjcbe.catholic.edu.au

**Att: Mr Stephen Pooley, SIS President**

**Southern Independent Schools**

Applications close 4pm Monday, 30 September 2019

A position description is available at [**www.sis.org.au**](http://www.sis.org.au)

*Our Association is committed to the safety, wellbeing and protection of all children*

*in our care.*