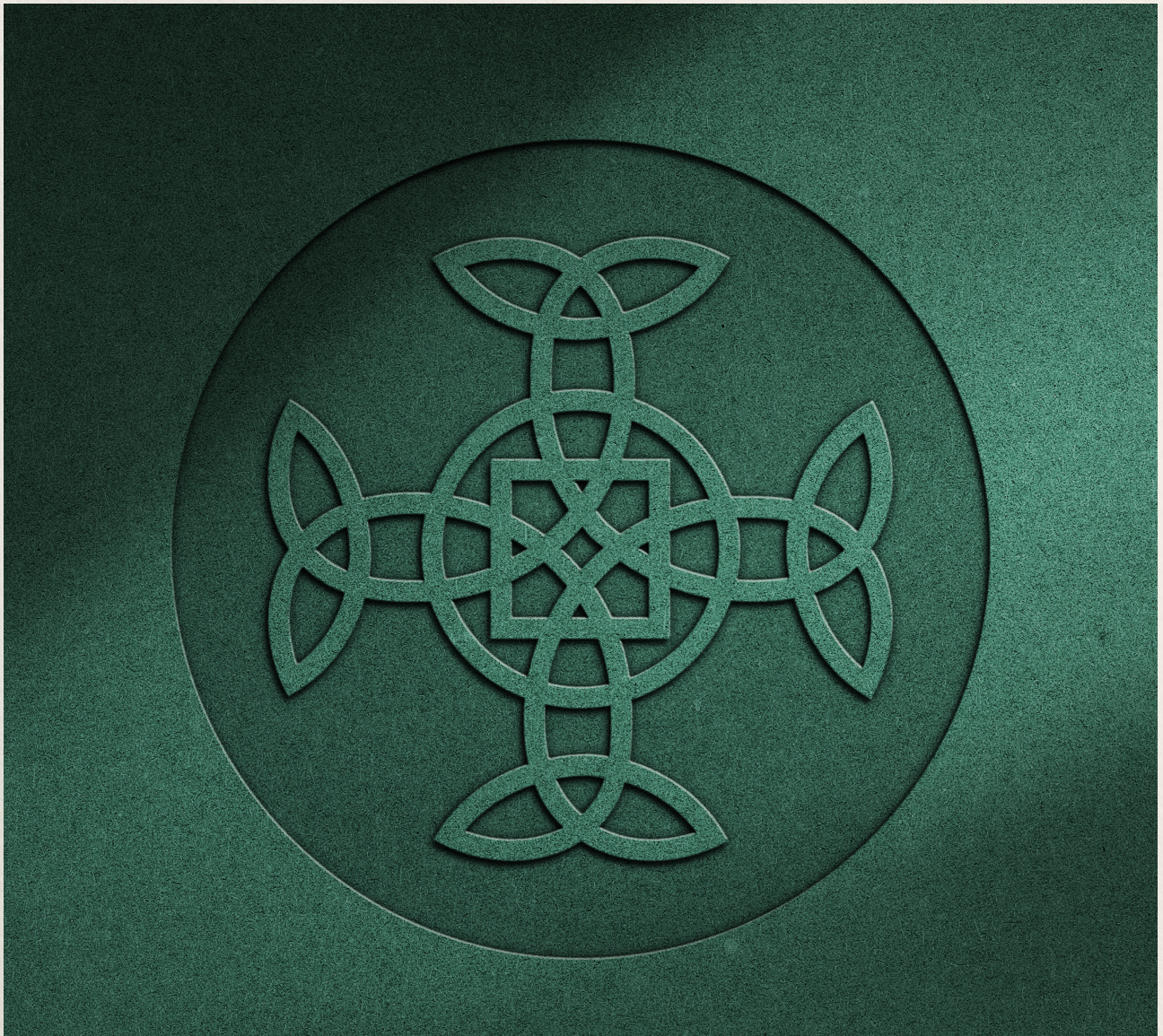




Appointment of a

Performing Arts Centre Coordinator



AUGUST 2026

Girls are at the centre of everything we do, and our dedicated teachers ignite students' curiosity, creativity and passion for learning.



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Contact Information

humanresources@stcuthberts.school.nz



St Cuthbert's College

A Remarkable Place for Learning

At St Cuthbert's College, we stand proudly as one of New Zealand's leading all-girls schools, with a powerful legacy of excellence in every aspect of girls' education. Our approach creates an environment where young women discover their strengths, develop their voices, and prepare to make their mark on the world.

The power of an all-girls education at St Cuthbert's is evident in every aspect of school life. Every leadership role, every position on sports teams, every classroom experience, and every learning opportunity is filled by girls. Every voice that speaks up in class is a girl's voice, creating an environment where our students feel empowered to take risks, to lead, and to be heard without self-consciousness.

Academic Excellence

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We consistently achieve outstanding results across both NCEA and the IB Diploma, with near-perfect UE pass rates and exceptional achievements that place us among the top schools globally. However, our focus extends beyond grades – we nurture well-rounded, confident, and capable young women prepared for success on local, national, and international stages.

A crucial part of what makes St Cuthbert's special is our ability to attract the very best teachers and subject experts. Our dedicated educators engage, encourage, and nurture our girls to be the best they can be, fostering a love of learning that extends far beyond the classroom. Every student matters and is known and valued, with teachers delighting in helping each girl become the very best version of herself.

Building Character and Resilience

Our holistic approach to education includes an extensive co-curricular programme offering rich opportunities in sports, performing arts, cultural pursuits, and outdoor education. A cornerstone of the St Cuthbert's experience is our unique Kahunui programme – a month-long Year 10 experience at our rural campus in the Bay of Plenty. This transformative programme, conducted off the grid, builds resilience, interpersonal skills, and confidence through deep connections between people and the environment.

Christian Heritage and Service

As a Christian school in the Presbyterian tradition, we warmly welcome girls of all faiths and secular backgrounds. Our motto "By Love Serve" has been the cornerstone of our College for over a century, guiding generations of students with its ethos of leadership through service to others. This commitment to service remains as relevant today as it was in 1918, underpinning everything we do.

Preparing for Tomorrow

In a world changing at lightning pace, we're ensuring our girls are ready for the future. Our curriculum develops critical thinking skills, adaptability, and resilience to navigate tomorrow's challenges. We're committed to continuously evolving our programmes to prepare students not just for today's opportunities but for careers that may not yet exist.

A Supportive Community

The St Cuthbert's community extends beyond our students to encompass families, staff, and our remarkable alumnae network. We understand the challenges of modern parenting and work in partnership with families throughout their daughter's educational journey. Our community is enriched by our scholarship programmes, including academic, boarding, performing arts, and the Endeavour Scholarship programme for students of Māori/Pasifika descent.

Our Campuses

Our Junior and Senior School campuses share one site in Epsom, creating a unique sense of connection between students of all ages, while our Kahunui outdoor campus, located in the Bay of Plenty, provides an unparalleled environment for personal growth and character development.





Governance

St Cuthbert's is governed by a Trust Board whose role is to oversee strategic planning for the school and to ensure that the school is upholding the vision and values of its founders.

There are Board committees for: Audit and Risk; People and Culture; Fundraising; and Infrastructure.

Board Members:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Alana Barron
- Lisa Crooke
- Anna Cupples
- Adarsh Patel
- Penelope Peebles
- Donald Reid
- Faga Siaki
- Bridget Snelling
- Scott Weenink
- Nancy Zhang

Our Vision, Mission, and Values

Our Vision

Building on our rich legacy, our vision is to nurture, educate and enable young women who are curious, confident and compassionate. As they step beyond our green gates, these remarkable individuals will possess the knowledge, integrity, and aspiration to shape a better world.

Our Mission is to empower each student to:

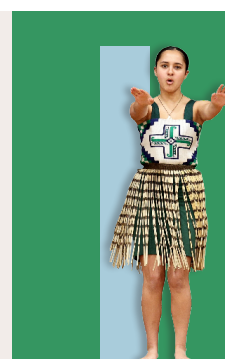
- Discover and develop their individual talents and passions
- Cultivate curiosity, creativity, and critical thinking skills
- Build integrity, self-confidence and adaptability
- Foster empathy, compassion, and a sense of global citizenship
- Acquire the knowledge and skills needed for success in their chosen paths
- Embrace lifelong learning and personal growth.

Our Values and Motto

As our students leave our green gates, they take with them a deeply ingrained ethos of service and giving back, along with the values to support them in making a difference in the world.

Launched last year, our SERVICE values framework builds upon our cherished motto "By Love Serve" (leadership through service to others) and guides everything we do. 'By Love Serve' has been synonymous with what it means to be a St Cuthbert's girl since 1915 and remains as relevant today as ever.

Our SERVICE values are lived experiences at St Cuthbert's, woven into the fabric of daily life from the classroom to the sports field, from community service projects to global initiatives. They provide our students with a roadmap for personal growth, ethical decision-making, and meaningful contribution to society.

						
Spirit Wairua 精神	Excellence Kairangitanga 卓越	Resilience Manawaroatanga 韧性	Valour Toanga 勇气	Integrity Ngākau Pono 诚信	Collaboration Mahi Tahī 协作	Empathy Ngākau Aroha 同理心
We have confidence and pride in who we are and know that we are connected to something greater than ourselves.	We strive for our personal best for the greater good.	We are strong in character and adaptable when approaching new challenges.	We exemplify authenticity, courage and perseverance in matching our beliefs with action.	We embody honesty and respect in our learning, communities and environment.	We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.	We care for one another, with kindness, compassion and humility.

Strategic Direction 2025–2030

To support our Vision and Mission, we have recently launched our 2025–2030 strategic direction to our staff. Developed collaboratively with our staff in the later part of 2024, this high-level strategy marks an ambitious new chapter in the College's distinguished history.

St Cuthbert's is a remarkable school: distinctive, distinguished, and high achieving. For over a century, we have educated young women for lives filled with purpose and meaningful connections. Grounded in our cherished motto, "By Love Serve," our SERVICE values are integral to our vision and strategic direction and are lived out each day.

We recognise that excellence is personal at St Cuthbert's and every student has the potential to lead a remarkable life, become a woman of influence and leave a unique mark on the world.

Our exceptional educators provide an aspirational environment in our classrooms, laboratories, libraries and studios, sports fields and pools. An environment where individual and peer curiosity and imagination, intellect and skills, combine to produce remarkable ideas and outcomes in curricular and co-curricular spaces that go far beyond traditional academics.

At St Cuthbert's, we're not just educating young women; we're empowering the ambitious change-makers and leaders of tomorrow, for the greater good. We're preparing our students for careers known and yet to be envisaged, to be intentionally good friends and great global citizens. We're educating in the broadest sense to nurture self-belief and instil confidence, so that every girl upholds the best version of herself, always standing up for what's right and unleashing her full potential.

We believe that the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

To support our vision, our strategic principles reflect our commitment to holistic education, cultural empathy, and future-focused learning. These principles will guide us in building upon our legacy of excellence while embracing innovation and change.

Our strategic framework is built on seven key principles:



Learning for the Future

Deliver a rigorous, innovative curriculum that supports students to strive for their personal best for the greater good.

Developing Leadership and Oracy

Empower students to be authentic, courageous, and impactful leaders, matching their beliefs with action.

Cultivating Strength Through Challenge

Grow resilient young women, strong in character and adaptable when facing new challenges.

Enriching Global Citizenship

Develop young women to be inclusive and compassionate global citizens.

Strengthening Community and Values

Foster a caring, connected community grounded in our heritage and values.

Developing Our Greatest Asset

Create an environment where all staff thrive, feel valued, and collectively drive excellence.

Developing Sustainable Excellence

Optimise our business operations to ensure long-term success, innovation, and responsible stewardship of resources.



Senior School

At St Cuthbert's Senior School (Years 7–13), we create an environment where girls feel empowered to take risks, develop their voices, and discover their unique strengths. It is important that we support every student to be the very best version of herself, recognising that every student matters and is known and valued.

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We attract the very best teachers and subject experts who engage, encourage, and nurture our girls to be the best they can be. Our culture of achievement isn't about competition – it's about each girl pushing herself to reach her own highest potential, whether that means moving from an achieved grade to a merit, or from a merit to an excellence.

From Years 12 and 13, students can choose between two academic pathways: the National Certificate of Educational Achievement (NCEA) or the International Baccalaureate (IB). In Year 11, we offer our own unique St Cuthbert's Diploma. Developed by our curriculum experts, this Diploma offers a more rigorous curriculum than the new NCEA Level One, better preparing our students for higher learning.

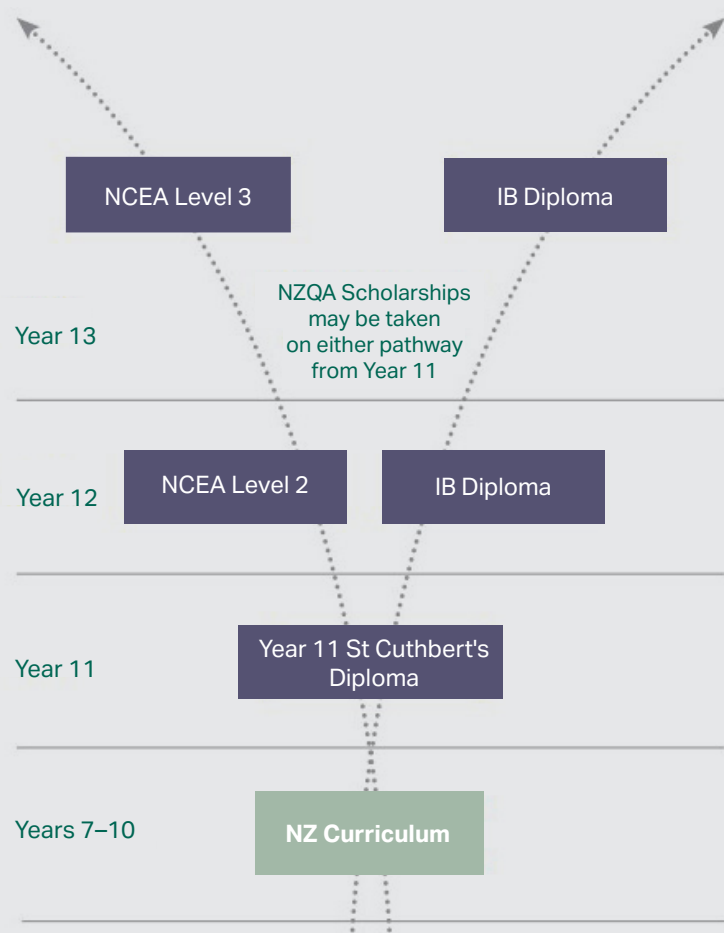
Understanding that the world is changing at lightning pace, our curriculum goes beyond facts to develop critical thinking skills, adaptability, and resilience. We're preparing our students not just for the jobs of today, but for careers that may not yet exist. To support this forward-looking approach, we have recently appointed a Head of Digital Strategy who will lead our strategic vision for digital innovation and ensure our students are equipped with the technological capabilities and digital fluency needed for tomorrow's world.

Senior School – *continued*

Our approach extends beyond academic achievement to develop every dimension of our students, nurturing well-rounded, confident and capable young women with the skills to be formidable forces for good on local, national, and international stages. Whatever a girl's aspirations, our approach ensures she develops into an adaptable, forward-thinking, lifelong learner.

We are currently reviewing our pastoral care framework as part of our commitment to best practice wellbeing and pastoral care programmes for our students. Year 7 students benefit from a homeroom model, providing the support and stability needed during this important transition year, and our Year 8 students have recently been placed in horizontal/year group tutor groups fostering strong peer connections within their cohort. From Years 9-13, our students join vertical tutor groups.

We place special emphasis on developing powerful voices, ensuring our girls are seen and heard. Through our focus on oracy, students learn to express themselves clearly, listen with empathy, and engage in meaningful dialogue. These aren't just classroom skills – they're life skills that will enable our girls to lead in their futures, whether they're presenting in a boardroom, advocating for a cause, or working in a team.





Performing Arts Faculty

Inspiring Creative Confidence and Expression

The Performing Arts Faculty at St Cuthbert's College provides students with a vibrant and challenging space to explore creativity, collaboration, and self-expression. Across Dance, Drama and Music, our students are encouraged to think critically, communicate powerfully and develop a confident artistic voice.

In Years 7 to 10, students build skills in Music, Drama and Dance through hands-on learning. They explore movement, performance and composition, while engaging with diverse cultural forms and artistic traditions.

Senior students further develop creative independence through performance, composition and analysis. This lays a strong foundation for success in NCEA or IB pathways, with opportunities for Scholarship courses available in all three disciplines. IB Theatre, a two-year academic course that explores theatre as a global and cultural practice, is also offered.

Dance

Dance fosters creativity, communication and physical confidence. Students learn choreography, performance and analysis across theatre, social and cultural forms. They create group-devised pieces, study professional works and reflect on movement as storytelling.

Drama

Drama students explore the full process of theatre-making, from devising and acting to analysing live performance. Across all levels, students perform to invited audiences and collaborate across year groups. They study traditional and contemporary theatre, develop original scripts and build transferable skills such as empathy, confidence and critical thinking.

Music

Music encourages creativity, confidence and collaboration through performance, composition and analysis. Students explore diverse musical styles and develop skills in theory, songwriting and instrumental performance. Senior students follow tailored NCEA or IB programmes that deepen their understanding of a variety of music skills.

If you are passionate about inspiring creativity, confidence and self-expression in young women through the arts, we welcome your application.



One School

We have a whole school ethos, and our programmes reflect this. Being part of a larger school means our youngest girls have opportunities to interact and be supported by older St Cuthbert's girls. Our 'Big Sister/Little Sister' programme provides our Junior School girls with older role models who are caring, aspirational and nurturing.

Across the school, student ambassadors display their leadership skills by having fun with their 'Little Sisters', ensuring they feel supported in their home away from home. 'By Love Serve' is at the heart of all we do at St Cuthbert's, and, in particular, our SERVICE Programme gives all our girls a chance to contribute to their community.

House spirit is strong at St Cuthbert's, with each student belonging to one House for their time at St Cuthbert's. The girls embark on a range of activities within their Houses, fostering a sense of belonging and connection to one another. Each of the eight Houses has a colour, and girls proudly wear their colours for athletics and swimming days, and other activities.



Wellbeing

Each student's overall wellbeing is at the centre of everything we do. Young people face many complexities and pressures as they journey from childhood to becoming a young adult and we ensure every girl feels supported throughout her time at St Cuthbert's.

Our psychologist, counsellors and deans are located in a dedicated Wellbeing Centre at the heart of the campus. The team provides guidance on the mental, physical, and emotional health of our students. Our deans, counsellors, nurses, and mental health practitioners work in conjunction with our teachers and families to ensure the overall wellbeing of every girl. By making it normal and healthy to ask for help, girls also learn that it's ok to reach out to others. They know what it means to care and be cared for.

Our Year 10 programme at our remote campus at Kahunui is a key part of our Wellbeing offering and a corner stone of the St Cuthbert's experience. The month-long programme supports our students to build confidence, resilience and connection with one another and the environment. Our students discover their inner strength and learn how they can impact the world around them. In our experience this programme supports them to learn how to work together collaboratively and leads to greater success in their more senior years at the College.

Giving back is also an important part of our approach to wellbeing, and is underpinned by our SERVICE values and motto, By Love Serve. Students of all ages take part in service projects, both within their homerooms, Houses, and through collaborative community projects.

The College has a Chapel on site, donated by our Old Girls', and students take part in a variety of different services, from family chapels on a Sunday, to dedicated year group and special occasion services.



Beyond the Classroom

Performing Arts

As well as giving students the chance to express themselves, Performing Arts can be credited for training imagination and building the skills future employers are looking for – collaboration, curiosity, risk-taking and an ability to think outside the square. Most importantly, the arts are vital to schools because they encompass one of the key qualities our students need for today's world – empathy.

Whether in an un-auditioned social group or at an elite level we are proud to offer music programmes for every girl including choirs, bands, orchestras and chamber ensembles. Many of New Zealand's leading Suzuki teachers work with our students and St Cuthbert's consistently gains awards and recognition in local and national competitions. Our co-curricular Music Programme is integrated into a girls' learning week from Years 0 to Year 13 and includes 30 co-curricular music groups playing a variety of instruments.

Students can explore and build skills through both our Drama Club and Theatre Sports and over 250 students participate annually in the St Cuthbert's Shakespeare Soiree, often going on to receive recognition at the SGCNZ Sheila Winn Shakespeare Festival.

Girls can take part in classical dance, Hip Hop, Korean Hip Hop, Contemporary, Tap, Jazz and more on a social basis with many groups being run in lunchtimes. St Cuthbert's dance pinnacles with "The Company", our troupe of auditioned elite dancers from Years 9-13 with a focus on contemporary dance.

Our Speech and Drama programme is led by experts who will impact valuable technical skills as well as greater confidence in our students in the public speaking arena.

Beyond the Classroom – *continued*



Visual Arts

The Visual Arts play a vital role in developing creative thinking, self-expression, and cultural understanding among our students. Through comprehensive programmes in painting, design, photography, printmaking, and sculpture, students develop both technical skills and conceptual understanding, while learning to observe, interpret, and respond to the world around them.

Our Visual Arts curriculum nurtures innovation and risk-taking in a supportive environment where students are encouraged to explore their individual artistic voice. Beyond technical proficiency, students develop critical thinking skills as they learn to analyse artwork, understand historical and contemporary contexts, and articulate their creative decisions. This analytical and reflective practice builds valuable transferable skills that extend far beyond the art studio.

Digital technologies are thoughtfully integrated into our Visual Arts programme, allowing students to explore contemporary artistic practices while maintaining strong foundations in traditional methods. Through exhibitions, competitions, and community projects, students gain confidence in presenting their work and understanding how art can impact and engage with wider society.

Sport

Sports at St Cuthbert's is about giving every girl the opportunity to be physically active.

As well as the importance for her overall wellbeing, we use Sports to help navigate girls through some of life's greatest lessons which are often learned when playing in a team. Whether she's playing sport socially or at high-performance level, girls will learn commitment and teamwork, as well as important life skills such as resilience and perseverance.

With more than 30 Sports on offer, St Cuthbert's girls can try their hand at everything from individual pursuits like Cycling, Tennis, Athletics, and Swimming to team sports such as Football, Hockey, Netball, Rowing and Water Polo.

Our girls have the benefit of a range of highly experienced coaches – many of whom are Old Girls who have competed at international level and donate time to coach and mentor our students, providing inspiration for future stars.



Experiential Learning

We operate camps from Years 4-9 which help build confidence and cement life-long friendships, building towards our month-long, residential life skills camp at Kahunui in the Bay of Plenty for our Year 10 girls.

Our teachers run incredible tramping trips throughout New Zealand. From Alpine treks to exploring the lakes of the Tongariro St Cuthbert's girls have many rewarding opportunities available to them.

The leading Duke of Edinburgh Award is accessible to all and our programme is very popular at St Cuthbert's with growing numbers every year. We support over 200 girls each year to work towards their bronze, silver and gold awards.



Facilities Development

St Cuthbert's school grounds seamlessly integrate the school's rich architectural history with some excellent facilities that support the development of every dimension of our students, and our ambitious campus planning and fundraising will continue to build on our rich heritage. The staged development will respond to the future, and will be focussed around the academic, social, physical, creative, and spiritual needs of our students.

Through the development of new, and dynamic spaces, our teaching environment will encourage collaboration and innovation, catering for both class and small groups, and support individual research projects, and diverse learning needs.

Our recent extensive building maintenance and upgrading programme has seen the roll out of modern and collaborative learning environments for students and staff, including the establishment of an Enterprise Hub where students can explore and develop entrepreneurial projects. Recognising the importance of play, we have also recently launched beautiful new playgrounds for our Years 0-8 students.

With a strong focus on environmental sustainability, our campus planning will deliver a harmonious landscape, with green spaces, outdoor play and meeting areas, and sun safe corners for seating, fostering our students to develop strong connections to one another.





The Role

Performing Arts Centre Coordinator

Position Details

Status: Permanent

Time: Full-time, Term-time

Location: Epsom, Auckland

Commencement Date: Term 4, 2026

Reports to: Head of Faculty - Performing Arts

Key Relationships

Internal Stakeholders

- Principal
- Head of Faculty - Performing Arts
- Heads of Subject and Performing Arts Faculty
- Performing Arts Committee
- Academic and Professional Services staff

External Stakeholders

- Parents, caregivers and College community
- Performing Arts Community (Regional & National)

Position Overview

The Performing Arts Centre Coordinator provides a welcoming front-line presence for the Performing Arts Centre (PAC), and delivers administrative and logistical support for the College's Performing Arts programmes. The role supports the Itinerant and Co-Curricular programmes, assists teachers within the Faculty, and helps coordinate a range of performance events and College-wide activities. Working closely with the Performing Arts team, this position contributes to the delivery of high-quality, well-organised programmes and events, while ensuring the PAC spaces are well managed and prepared for use. The role also supports the promotion of the PAC within the College community and assists with the coordination of specific performance groups and events. Strong organisational and communication skills are essential, along with the ability to work effectively with staff, students, and parents.

Key Accountabilities

General Reception

- Provide front-line support and customer service for parents, students, and visitors to the PAC.
- Respond to enquiries, referring to teaching staff when necessary.
- Maintain a calendar of room bookings including the 10-day timetable for the Itinerant Programme.
- Support effective communication across the Junior and Senior Schools, Communication, and Admissions regarding students involved in Performing Arts activities.
- Maintain the Performing Arts profile on myCollege to reflect departments, events, and personnel.
- Maintain First Aid Kits, and general safety and wellbeing.

Performing Arts Spaces

- Ensure performance spaces are well-maintained and utilised.
- Support booking, maintenance, and repair processes to prevent clashes or overuse.

Itinerant Music, Speech, and Drama

- Maintain regular communication with itinerant teachers regarding College events.
- Organise the term-by-term charging of administration fee in consultation with itinerants.
- Manage student absences and lesson cancellations as required.
- Maintain accurate student participation records.
- Assist the Head of Subject - Co-Curricular Music with documentation for public and College-wide distribution, and post information on myCollege for all TICs.
- Prepare promotional material in consultation with the TICs and HoS Co-Curricular, associated with the Itinerant Music, Speech, and Drama programmes for the start of the year and Open Day.

Academic Team & Event Support

- Support the Head of Faculty initiatives and academic staff in promoting curriculum events, showcases, and productions.
- Assist with coordination and delivery of events, including Easter Service, Cultural Honours, and Carol Service.
- Develop and maintain the annual Performing Arts calendar, avoiding clashes and allocating resources effectively.

- Organise applications, badges, invitations and programmes for specific events in collaboration with key stakeholders.
- The annual Performance Calendar acknowledges that requirements of technical rigging and de-rigging, rehearsal schedules and the needs of the wider College i.e. assemblies, timetabled Performing Arts lessons, or outside bookings.
- Support professional standards for all events, ensuring planning, production, and review processes are followed.
- Ensure myCollege is regularly updated with dynamic displays, photos and videos of recent performances and any other promotional material in consultation with the Communications team.
- Maintain the myCollege Performing Arts page with booking information for events, details of sales of related ticketing and merchandise, relevant contact information, and the Performing Arts Calendar.
- Events are produced and coordinated in consultation with the Heads of Subjects, with approval from the HoF and SLT.

Qualifications and Experience

- Experience in a Performing Arts-related discipline.
- Familiarity with the workings and expectations of a school environment.
- Skills and/or experience in event planning and management would be advantageous but not essential.

Key Attributes

- Strong communication and interpersonal skills.
- Strong computer literacy skills.
- Ability to multitask, problem-solve, and work under pressure.
- Empathy, integrity, and a positive attitude towards students and colleagues.

Benefits

- Access to free Employee Assistance Programme (EAP)
- Access to the Sports Complex and a physiotherapist
- Eligible for life insurance policy, if working minimum 15 hours per week



How to Apply

Applications for the role should include:

1. Candidate Cover Letter

A brief statement of application (no more than three pages) outlining what you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of role description.

2. Curriculum Vitae

- > Full name, confidential email address and mobile contact details
- > Nationality and citizenship or confirmation of right to work in New Zealand
- > Positions held, dates, scope of responsibilities and key achievements
- > Details of education and qualifications
- > Any other relevant information, such as involvement in professional and community activities.

3. Referees

Full contact details of three referees whom the College's HR team may contact. Referees will be contacted only after prior consultation with you.

4. Potential Date of Commencement

An indication of when you would be available to start.

All applications will receive an automated response.

Closing Date: Friday 4 September 2026 at 3pm

The successful applicant will be expected to satisfy child protection screening and adhere to the school's child protection policy. Any offer of employment will be subject to satisfactory police vetting, reference checks and, where relevant, qualification checks.

All applicants must have valid working rights in New Zealand.

Please note, the key accountabilities of this role are not intended to be limiting, but to provide an outline of essential duties that may change from time to time, requiring flexibility.

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities. St Cuthbert's reserves the right to appoint by invitation.