



## Instrumental Music Programme Coordinator

### Position Information Document

<b>Name:</b>	
<b>Position Title:</b>	Instrumental Music Programme Coordinator
<b>Employment:</b>	Part-time temporary contract for 2023
<b>Grade:</b>	Grade 4 (Administration Stream)
<b>Full Time/Part Time:</b>	21 hours per week – spread of hours to be negotiated
<b>Weeks worked per year:</b>	41
<b>Responsible to:</b>	The Arts Coordinator R-12 and ultimately the Principal

### Key Working Relationships

- Principal
- Arts Coordinator R-12
- Music Co-Curricular Coordinator R-12
- Music Subject Leader
- Instrumental Tutors
- College Staff
- Students
- Parents of the College, Contractors and visitors to the College

### 1. Summary of Responsibilities

The Instrumental Music Programme Coordinator is responsible for the administration tasks associated with, and coordination of the Instrumental Music Programme. Additionally, this role assumes some administrative tasks for the Music Ensemble Programme and College performances in collaboration with the Music Co-Curricular Coordinator R-12, under the direction of the Arts Coordinator R-12.

The Instrumental Music Programme Coordinator requires a high degree of initiative to program their work. Must have the ability to analyse, design and implement solutions and be able to work cohesively with team members within the faculty.

### 2. Essential Requirements

- 2.1 Suitable experience in administrative support role.
- 2.2 Must have a good affinity and familiarity with Music programmes.
- 2.3 A good understanding of Microsoft Office programmes in a Windows based Network Environment.
- 2.4 Competent typing and data entry skills.
- 2.5 Previous experience working with adolescents.
- 2.6 Be able to communicate effectively and collaboratively at appropriate levels within the College with the students and staff.

- 2.7 Ability to be flexible and respond to the needs of the instrumental tutors and students as they occur.
- 2.8 Acceptance, respect and understanding of the Catholic tradition, culture and of the College's ethos.
- 2.9 A good understanding of general office policies and procedures.
- 2.10 Current Police Clearance in accordance with the Child Protection Policy of the South Australian Commission for Catholic Schools (SACCS).
- 2.11 Approved Mandatory Notification Training (training will be provided as required).

#### Desirable Qualifications and Characteristics

- 2.12 Experience working in a similar role in a school.
- 2.13 A background in music and instruments would be highly regarded.
- 2.14 Familiarity with music copyright legislation.

### 3. Key Responsibilities/Duties

- 3.1 The Coordination of the Instrumental Music Programme in consultation with the Arts Coordinator R-12 by:
  - Providing a balanced Instrumental Music Programme across the college.
  - Liaising with instrument hire companies (eg. DB Music Solutions) as required.
  - Issue instruments to students and maintain hire register.
  - Liaising with private instrumental music tutors/students/parents as required.
  - Ensure all records, files and information is confidentially maintained.
  - Create and maintain private instrumental music tutor records, student details and class lists.
  - Allocate students to private instrumental music tutors, respond to applications and maintain wait lists.
  - Allocate private instrumental music tutors to appropriate rooms for instrumental lessons and maintain room bookings database.
  - Recruiting instrumental music staff for individual/paired music tuition in collaboration with the Arts Coordinator R-12 when required.
  - Advise private instrumental music tutors of calendar updates; changes to be communicated in a timely manner.
  - Promote and acknowledge the achievements of students in the Instrumental Music Programme by preparing information for inclusion in College publications and assemblies.
  - Monitor instrumental music student attendance records and respond appropriately.
  - Coordinate, process, enter data and proofread student instrumental music reports.
  - The induction of instrumental music tutors for individual/paired music tuition in consultation and collaboration with the Arts Coordinator.
  - Ensure private instrumental music tutors have current clearances in accordance with College policies.
- 3.2 Under the direction of the Arts Coordinator R-12 support the College Music Programme by:
  - Communicating regularly with private instrumental music Tutors.
  - Weekly reciprocal communication with the music faculty.
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  - Provide appropriate family lesson fee charges to the Finance Department on a termly basis.
  - Responding and actioning enquiries received (phone, email and in person).
  - Developing positive and professional relationships with all Music Tutors and College Staff.
  - Purchasing, maintaining and ordering faculty equipment and consumables pertaining to the Instrumental Music Programme in accordance with College policies and procedures.
  - Maintain ensemble and instrumental music library and catalogues.
  - Catalogue Music equipment including instruments, amplifiers, microphones, and mixers. Include required items in *Asset Register*.
- 3.3 Collaboratively assist with the yearly running of the Year 3 and Year 6 Instrumental Programmes (ie. Letters, sizing of instruments) in consultation with the R-12 Arts Coordinator.

- 3.4 Music Events and Activities – Collaborate with the Arts Coordinator R-12 and Music Co-Curricular Coordinator R-12 with music events and activities (ie. Converge, seasonal concerts) for the following duties:
- Arrange student and instrument transport and ticketing in conjunction with the Music Co-Curricular Coordinator R-12.
  - Communicate with venues, parents and class teachers as required.
  - Monitor safe performance and rehearsal spaces, staging and performance practice.
- 3.5 All College staff are required to adhere to and assist in the maintenance of WH&S requirements within Mercedes College as per Appendix 1.
- Taking a proactive involvement in WH&S, ensuring the safety and well-being of all students, staff, contractors and visitors to the faculty.

## **APPENDIX A – Work Health & Safety**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.