

Music Department Administration Assistant Position Description



POSITION TITLE:	MUSIC ADMINISTRATION ASSISTANT
REPORTS TO:	Heads of Department – Music
RESPONSIBLE TO:	Music Administrator
MAIN OBJECTIVE:	The Music Administration Assistant provides administrative, clerical and some musical assistance to the key personnel responsible for the organisation and management of the St Peters P-12 Cocurricular Music Department. The Administration Assistant is primary point of contact for the Music Department.
DUTIES AND RESPONSIBILITIES:	<p>1. Reception</p> <p>1.1 To serve as a primary contact person for students, parents and community with the Music Department.</p> <p>1.2 To have an understanding of the St Peters Cocurricular Music program, ensembles, rehearsal schedules, calendar and events.</p> <p>1.3 To manage Reception for the Music Department in a friendly, professional, and approachable manner.</p> <p>1.4 Use appropriate phone manner and etiquette.</p> <p>2. Provide office and clerical support to the Music Department.</p> <p>2.1 This may include word processing, collection, and collation of forms and information, collect mail from TRC and empty outbox, stationery orders, organisation and community correspondence.</p> <p>2.2 Maintain records of student involvement and participation in cocurricular music specifically the rolls and Synergetic class maintenance.</p> <p>2.3 Instrumental and Vocal Tuition – monitor movement of students to and from lessons, book studio rooms for staff and students, assist peripatetic teachers with location of late students</p> <p>2.4 Assist with the preparation of communication material for the Rock, St Peters Portal and Website, student notices.</p> <p>2.5 Assist with the production and updating of music related publications including parent handbooks, ensemble handbooks and student manuals.</p> <p>2.6 Assist with preparation of documentation for special activities such as camps, concerts, tours, and other events.</p> <p>2.7 Assist with organisation and promotion of events and special activities and, specifically, financial data i.e. maintaining accurate records of income and expenditure in consultation with the Music Administrator.</p> <p>2.8 Maintain accurate information on music related noticeboards.</p> <p>2.9 Assist in the updating of music related policies and procedures.</p> <p>2.10 Edit videos and recordings of student and ensemble performances.</p> <p>3. Special Events</p> <p>3.1 To attend and assist with special event organisation and logistics outside normal hours, as negotiated.</p> <p><i>Other duties as directed by the Heads of Department and Music Administrator.</i></p>

KNOWLEDGE, SKILLS AND ABILITIES	<p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrate a high level of skill and experience in Microsoft Office applications with the minimum requirement to successfully fulfil this role including Outlook, Word, Excel, Teams. • Demonstrate at least a competent level of knowledge of music and its language. • Knowledge of Synergetic Data Management Systems would be advantageous. • Knowledge of Sibelius Music Software would be advantageous. • An understanding of the Lutheran ethos. • Knowledge of photo and video editing programs would be advantageous, e.g. InDesign, Lightroom and Photoshop, Premier Pro, Davinci. <p>Skills</p> <ul style="list-style-type: none"> • Excellent phone etiquette. • Manage reception in a friendly and approachable professional manner. • Very high level of organisational skills is essential. • A high degree of administrative competence. • Be highly organised and consistently meet deadlines. • To be able to express clearly in written communication. • Possession of, or the ability to acquire a current Suitability Card issued by the Commission for Children and Young People and Child Guardian. <p>Abilities</p> <ul style="list-style-type: none"> • Able to demonstrate personal initiative and responsibility. • Able to work collaboratively and develop a positive rapport with other members of the music staff. • Able to facilitate, develop and maintain positive working relationships with other members of staff within the College. • Ability to demonstrate professionalism and discretion in relation to confidential school matters at all times. • Demonstrate a commitment to the ethos of Lutheran education. • Able to adapt to a new and changing environment. • Be prepared to undertake additional professional development. • Prepared to work outside normal hours on special projects or tasks. This is subject to negotiation.
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SELECTION CRITERIA

These selection criteria will form the basis to assess applicants for short-listing and determine the successful Music Department Administration Assistant:

SC1 – Demonstrate ability to initiate, organise and prioritise administration tasks.

The candidate should demonstrate:

- administration experience of a high level
- ability to work proactively and autonomously as well as part of a team.
- be prepared to initiate and discuss innovative methods for improving productivity of the administration area of the department if necessary.
- show highly developed time management skills and ability to multi-task.

SC2 – Demonstrate ability to work within a team environment.

The candidate should demonstrate:

- willingness to support the programmes developed by the Music Department
- ability to develop positive working relationships with teachers and other staff members.

SC3 - Demonstrate a basic level of musical knowledge and the language of music.

The candidate should possess:

- competent knowledge of music notation
- knowledge of musical instruments, including identification
- knowledge of general concert running procedures, programmes etc.
- skill in Sibelius Music Notation or willingness to learn the necessary skills.

SC4 – Demonstrate ability to communicate in a professional manner.

The candidate should have

- highly developed communication skills, including written and interpersonal.
- ability to demonstrate professionalism and discretion in relation to confidential school matters at all times.

SC5 – Computer Literacy Skills

The candidate should be able to show high level of experience in

- Microsoft Office Suite
- Adobe Creative Suite
- Canva
- Booking Software

HOURS OF DUTY	Part time, term-time plus 3 Teachers Weeks (40 weeks per year) Days/hours to be confirmed on appointment: 7.30am – 3.30pm, 4 days/week preferred
CLASSIFICATION	School Officer Award Level 3 As per the Single Enterprise Agreement 2024
LOCATION	Music Department Indooroopilly School 66 Harts Road INDOOROOPIILLY, QLD 4068

DATE WRITTEN / LAST REVIEWED: **20/05/2025**

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.