

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Private Music and Performing Arts Administrator
Campus: Narre Warren South
Employment Status: FTE 1.0 (Private Music 0.5 and Performing Arts 0.5)
Not required to work during School Holidays
Reports Directly To: Primary and Secondary Music Coordinators

Ministry Specifications:

Role

The role of Private Music and Performing Arts Administrator is to assist the Music Coordinators in the support of the Music Department and Private Music Program. This role would suit a person who is highly organised, enjoys being busy and shows initiative and has the stamina to work in a busy environment. Every day will present different challenges and opportunities to promote and support the work which is undertaken by the teachers in the department.

The Music Department

The Music Department at Waverley Christian College, Narre Warren South is a growing and vibrant faculty. Across the College, the Music team runs a variety of ensembles including Choirs, Orchestras, Jazz Band, String Ensembles and a Concert Band. In addition to this, a Private Music program runs during school hours, during which students are withdrawn from class for instrumental and singing lessons. As part of this Program, tutors are supplied with basic administrative support and concert preparation assistance.

Responsibilities:

- Administrative support to the Music Coordinators
- Department administration support, including timetabling of weekly music lessons, ensuring excellent communication with tutors, parents and staff (by email and telephone) and data entry into our Learning Management System (SEQTA)
- Provide support in employing tutors and coordinating their induction
- Troubleshoot and solve any daily interruptions that may affect Private Music lessons
- Manage and process Private Music enrolments and Year 5, 6, & 7 Orchestral program applications
- Liaise with the College Accounts Department, reconcile tutor invoicing, follow up account queries with parents and overdue payments
- Oversee Private Music student report distribution to parents in Terms 2 and 4
- Order instrument supplies and arrange instrument repairs and servicing
- Proactively respond to music-related enquiries in a professional and consistent manner that reflects Waverley Christian College's values
- Be the point of contact for all private music tutor communication. Oversee Private Music tutors' workloads, issues, queries etc
- Promote Performing Arts events, including creation of posters, power point presentations, flyers, official programs and advertisements

- Provide pivotal support for major events such as School Productions, Concerts, Jazz Nights, Secondary Arts Expo's, Carols and MusiQuest
- Create a Performing Arts calendar and liaise with all people concerned to include all Performing Arts events
- Provide administration assistance to the Director and Producer of Primary and Secondary Productions
- Collate Performing Arts related articles and photos for newsletters and College Facebook Page
- Act as 'front of house' at major concerts. Organise Private Music Soirees and Tutor Concerts. Provide logistics support, including booking of performance and rehearsal spaces
- Copy and catalogue scores for Ensembles and the Orchestral program for distribution to tutors, music staff and students
- Engage external contractors and examiners, for example, piano tuners, concert judges, accompanists
- Create yearly Handbook and Enrolment Form, in liaison with the Music teachers, Head of Primary, Head of Secondary, and the Accounts Department

Skills Required to Perform the Role

- A knowledge of music would be an advantage but not essential
- Efficient, capable of prioritising tasks, multi-tasking and being highly organised
- Strong command of the Microsoft Office Suite, especially Excel spreadsheets, Outlook calendar, database experience and the ability to use a collaborative online diary
- Strong interpersonal skills
- Excellent organisational skills and the ability to work efficiently to a timeline with a sharp eye for detail.

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.