



POSITION DESCRIPTION

Music Coordinator - Glendalough

POSITION OBJECTIVES

Provides end to end administration support to the Director of Glendalough, Dean of Music, Music teachers and Instrumental Music Specialists to support the Music Program at Glendalough

KEY RESPONSIBILITIES

St Kevin's College	<ul style="list-style-type: none"> • Demonstrate commitment to the College vision and mission • Embrace and enhance the position of the College as a leading provider of education • Exercise discretion and confidentiality in regards to information • Establish and maintain a supportive school environment • Develop a broad knowledge of the life of the College • Commitment to the Catholic Faith, Tradition and Formation of the St Kevin's College Community
General Administration	<ul style="list-style-type: none"> • Provide administrative support to the College Music Department including tours, camps, external performers. • Support with all administration tasks including but not limited to, receiving phone calls, responding to requests and directing visitors • Organise meetings, prepare agendas and papers and take minutes • Organise meeting rooms and catering as required • Manage communication with third parties • Analyse data and prepare documents, presentations and reports as required • Ability to handle sensitive and confidential information appropriately • Maintain databases • Manage ordering of music supplies • Prepare documents, presentations and reports as required
Co-Curricular Music Program	<ul style="list-style-type: none"> • Process all Music Tuition applications and assist the Dean of Music and Instrumental Co-ordinators with the allocation of music teachers to students • Maintain teaching lists for music teachers and ensembles • Manage music room bookings at Glendalough • Collect and distribute instrumental teaching timetables from music staff • Undertake the administration of AMEB examinations (entry forms, examination/accompanist fees and recording and distribution of results) • Communicate College timetable changes to instrumental staff • Monitor student and staff absence from lessons and advise the appropriate personnel • Notify parents of missed music lessons • Administer school reporting cycles

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Music Events and Performances	<ul style="list-style-type: none">● Responsibility for the production of programs for Glendalough music concerts● Assist the Dean of Music, Heads of Instrumental and Ensemble Music and the Glendalough Music Teachers with the organisation of concerts, camps, tours and excursions including overseeing the Consent2Go management system● Manage correspondence to parents, students and staff for performances● Manage facility bookings and liaison with venue co-ordinators for concerts● Assist with the booking of transportation for students and equipment to outside school performances and rehearsals● Attend music performances and public events, including out-of-hours events, in order to support and facilitate the operational and Front-of-House requirements of the event including First Aid● Act as Supervisor for AMEB examinations held at SKC and Music Scholarship auditions including during the weekend● Create and manage events through Trybooking, monitor ticket sales/reservations, create reports and finalise deposits
Communication and Promotion	<ul style="list-style-type: none">● Produce and distribute notices to students, staff and parents● Produce invitations and publicity flyers for events● Ensure photo displays on the website, electronic signage and in the corridors are updated after events● Responsible for the documentation of the Junior School Music Programs on the SKC Portal and in the Music sections of the Glendalough Staff Handbook and the Glendalough Information Booklet● Maintain the profile of music within the Glendalough community, by contributing to the College Newsletter, Curriculum News and other publications
Financial and Asset Management	<ul style="list-style-type: none">● Manage the invoicing of music tuition fees, books and accessories● Respond to parent queries regarding the billing of their son's music lessons and pass on unresolved queries to the Dean of Music as required● Assist with the Music Library catalogue system within Music Monitor● Assist instrumental co-ordinators to organise instrumental repairs and the hire of extra instruments as required● Maintain the asset Register and database for all College Instruments in Music Monitor● Assist with the preparation of Budgets and maintain records of spending
Relationship Management	<ul style="list-style-type: none">● Foster quality relationships with all staff and students● Work collaboratively within the team including with the College Music Administrator to ensure a professional, consistent and seamless service to all staff, students, guests and visitors● Communicate professionally and effectively with all members of the College community including guests and visitors● Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives● Provide prompt, accurate and professional responses to students and staff.
Child Safety	<ul style="list-style-type: none">● Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety● Assist in the provision of a child-safe environment for students● Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	<ul style="list-style-type: none">● Commit to ongoing professional development in your area of work● Continue development of ICT skills as technologies evolve

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Relevant discipline in Administration or event planning • Strong experience in end to end administration including responding to enquiries • Event management and planning skills • Exceptional organisational skills with the ability to multi task, various tasks • Highly developed written and verbal communication skills with the flexibility to work effectively with a wide range of staff and student personalities in a changing environment • Excellent skills in Microsoft Office (Excel, Word) and Google Suite • Demonstrated ability to work collaboratively with internal and external staff • Commitment to professional learning and development <p>Desirable other:</p> <ul style="list-style-type: none"> • Use of Synergetic, Music Monitor • Knowledge of music and experience in an educational institution A musician