

# MUSIC ADMINISTRATION SUPPORT

## Position Description

<b>Classification</b>	Education Support Employee Category B – Level 2
<b>Employment Status</b>	Ongoing / Part-Time FTE 0.72
<b>Hours of Work</b>	8.30am to 4.36pm, School terms

**Position Purpose** *(outlines key objectives to achieve and reasons why the position exists).*

The role provides administrative support and assistance with the day-to-day operations of the music department to ensure the efficient and smooth running, by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

This position seeks to develop a positive set of relationships with all school personnel and the wider community with a commitment to all School activities.

**Reporting Relationships** *(Overview of key internal & external relationships & communication points)*

**Position reports to:** Head of Department-Music on a day-to-day basis, and is accountable to the Business Manager.

**Leads/Direct reports:** NIL

**Key relationships:** Music department staff, Music Tutors, College Leadership, Finance Team, ICT team members, ISC team members, Students, and Parents.

**Key Duties & Responsibilities** *(overview of key responsibilities)*

Includes but are not limited to:

### 1. Timetabling of individual and small group instrumental and vocal lessons

- Timetable weekly lessons after checking the college calendar on the intranet for excursions, incursions and other college based activities. Checking student lists and availability from relevant staff in the event of college based activity.
- Re arrange lessons in response to excursions/activities and if practical SAC/assessment classes.
- Publish lesson timetable a week prior for staff and student access on the college intranet.
- Maintain accurate and up to date attendance records for instrumental lessons.
- Communicate unexplainable student absences with music staff (email) and parents (automated email).

### 2. Student billing

- Compile, send bills and monitor payment of instrumental music lessons
- Bill families for rental of college owned instruments
- Compile and send all correspondence associated with lesson billing and instrument rental
- Liaise with Musicorp and families regarding external instrument rental, arrange for the hire, distribution and return of Musicorp instruments

### 3. Financial

- Liaise with Finance Administration Team and provide a budgetary statement each term at music department meeting that outlines a summary of budget expenditure, lesson and rental fee collection, payments made, instrument repair costs and outstanding debts.

- Collect and collate instrumental staff pay slips for processing.
- Calculate and arrange payment for visiting staff (accompanists, guest artists).
- Calculate and arrange payment of travel money subsidy offered through Instrumental Music account.

#### **4. Music database**

- Maintain an accurate database of student lesson enrolment on Music Monitor.
- Maintain current and accurate ensemble lists that includes student name, instrument(s) played and LA/Homeroom details.
- Create annual certificates of recognition for ensemble participation.
- Compile a record of student based musical achievements (internal and external) and communicate this information to the wider college community and Las for pastoral reports and college based references

#### **5. Correspondence**

- Collate and distribute music department mail/email to relevant music staff.
- Co-ordinate fortnightly music related items for college newsletter.
- Maintain a call/email register of parent contact to ensure all enquiries have been followed up by relevant staff.
- Co-ordinate all music department correspondence for distribution and publication on college website.
- Maintain and publish relevant information on college website.

#### **6. Instrument and uniform management**

- Be responsible for the ordering and availability of re-chargeable items including reeds, valve oil, slide cream, instrument cleaning accessories, print music and books as requested by tutors and ensemble directors.
- Ensure all instruments are in working order, institute a management plan that ensures prompt repair timelines, organisation of communication regarding instrument repair. This includes delivery and collection.
- Co-ordinate tutor communication regarding the working order and maintenance of instruments.
- Ensure regular availability of reeds, valve oil and other perishable instrument items for all instruments (college owned, rentals and privately owned).
- Manage the storage of instruments.
- Co-ordinate annual piano tuning.
- Co-ordinate and monitor band vests and organise purchase of Senior Choir shirts for new members at the beginning of each year.

#### **7. Music Centre management**

- Monitor the cleanliness and operational capacity of the St. Paul's Campus Lecture Theatre and the Kildare Music Centre.
- Arrange for maintenance repairs (as needed) of the St. Paul's Campus Lecture Theatre and the Kildare Music Centre.
- Manage bookings for St. Paul's Campus Lecture Theatre.

#### **8. Curriculum support**

- Photocopy all private lesson and ensemble based music in accordance with AMCOS guidelines (music stamped and returned).
- Photocopying of class based notes as required by classroom music staff.

#### **9. Music department meetings**

- Prepare agenda for fortnightly music department meetings.
- Attend music department meetings and take minutes.
- Distribute minutes to all music staff, principal's PA and campus directors and campus curriculum heads.
- Seek necessary information from music staff in regards to fulfilling communication and administrative duties of the Music Secretary.

#### **10. School Concerts/Performances**

- Booking of Halls/venues, liaising with relevant internal and external contacts to ensure smooth running of performance events.
- Advertise music department performances through newsletter, college website, posters and other relevant mediums.
- Co-ordinate maintenance staff requirements of music concerts (stage construction, booking of equipment etc).
- Co-ordinate communication with ISC staff to arrange video recording of all college music performances for archival purposes.
- Co-ordinate and manage ICT equipment needed for college performances (data projector, screen etc).
- Produce and publish programmes and/or Powerpoint presentations (as appropriate) for school concerts and performances.
- Co-ordinate instrument transportation to and from venues.
- Attend all concerts, performances and offer organisational support to co-ordinating staff.

#### **11. Camps/Excursions/Tours**

- Arrange accommodation, bus bookings and other logistical requirements for all music camps/excursions and tours.
- Produce consent forms and co-ordinate all correspondence to parents regarding camps/excursions/tours at least three weeks prior to date.
- Prepare first drafts (to be revised by the teacher in charge before final submission) of Activity Outlines for excursions/camps/tours at least six weeks prior to the date.
- Monitor billing and payment of associated costs.
- When practical, attend all concerts, camps, excursions, performances and offer organisational support to co-ordinating staff.

#### **12. Music Photos**

- Liaise with photographers and College Organisers/Campus directors to arrange an annual photograph of each ensemble.
- Co-ordinate timetable and location of photographs.
- Produce and communicate with all college stakeholders lists of students for each group to be photographed.

#### **Professional Development**

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

#### **General Duties**

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.

- Demonstrate professional and collegiate relationships with colleagues.

### **Essential Requirements for the Role** *(Essential minimum 'must haves' - Qualifications, Experience, Skills, Attributes & values required of the role)*

#### **Qualifications & Experience**

- Minimum Certificate in Administration or a related field.
- Experience in an administrative role or school environment.
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.

#### **Personal Attributes & Skills**

- Strong literacy and organisational skills
- **Communication skills:** Strong, effective communicator, and exhibit effectiveness in holding conversations with members of the College Community, other customers, and customer-focused product development and outreach.
- **Digital skills:** Well versed in Microsoft Office, Outlook, PowerPoint, etc. Ability to work with new programs.
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### **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

### **Position Description**

**Authorised by:** The Principal

**Last reviewed:** Month 2023