

ROLE DESCRIPTION

Music Administration & Programs Officer

POSITION	Music Administration & Programs Officer
RESPONSIBLE TO	Director of Music
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Director of Music Human Resources Manager
ISSUE: 04	DATE: May 2021

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Administration Team provides support to all areas of the College. The Administration & Programs Officer forms part of this team and has specific responsibility for supporting the Music Department.

Reporting to the Director of Music, the Administration & Programs Officer provides support to enable the efficient operation of the music department and shares the responsibility of general administration duties.

1. Instrumental Music

- 1.1. Communicate with parents about instrumental music lessons, times, performances and the activities of the Music Program
- 1.2. Assist with the instrumental enrolment process, collate enrolment forms, prepare billing details, prepare confirmation of enrolment letters and maintain up-to-date student lists
- 1.3. Oversee Instrumental Music lesson timetables and collate, copy, display and distribute timetables

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- 1.4. Process and monitor the Siena and AMEB performance and theory examination sessions including registration, letters to parents, examination times, fees, billing and liaising with instrumental teachers and accompanists for rehearsal bookings and examinations
- 1.5. Manage, formulate and maintain electronic databases relating to students' instrumental music attendance. Send follow up letters and/or make phone calls to parents after student absences, and/or on request from instrumental music staff
- 1.6. Maintain instrumental music databases, print music catalogue, instrumental teachers' rolls, ensemble listings, AMEB records, hired instrument registry and instrument condition reports
- 1.7. Compile, create and copy concert programs for music events with Director of Marketing
- 1.8. Assist music staff with administrative arrangements for camps, tours and excursions as required
- 1.9. Co-ordinate with instrumental music staff regarding instrument repairs
- 1.10. Assist with semester and annual stock takes for music accessories and orchestral instruments in consultation with Instrumental Music staff and place orders for replacement items
- 1.11. Organise competitors and manage the application process for the Victorian School Band Festival and Generations in Jazz Festival.
- 1.12. Organise ensemble and band rehearsal timetables in collaboration with the Director of Music and the College Organiser

2. Administrative

- 2.1. Act as Minute Secretary for Instrumental Music Team and FOMPA meetings
- 2.2. Perform secretarial tasks including word processing, data entry and photocopying for the music and administration teams as directed
- 2.3. Order, collate and prepare orders for the music staff after approval by the Director of Music. Maintain copies of orders, register delivery of goods and follow up back orders
- 2.4. Prepare correspondence on behalf of the Director of Music
- 2.5. Collate and prepare music awards and certificates
- 2.6. Provide assistance at Music Department and College concerts and events including after hours
- 2.7. Other duties as directed by the Director of Music
- 2.8. Prepare payroll for Instrumental staff
- 2.9. Assist Director of Music with the annual auditions for student placements in the College Ensembles.

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- 2.10. Prepare Instrumental Music lesson enrolments and timetables including allocating students to teachers
- 2.11. Liase with finance staff regarding billing enquiries and queries
- 2.12. Assist Director of Music with administrative aspects of Music and Musical camp arrangement
- 2.13. Maintain the membership register of the various bands and ensembles
- 2.14. Conduct semester and annual stocktake of instruments and music accessories
- 2.15. Liase with the Instrumental Music staff regarding student attendance
- 2.16. Liase with Instrumental Music Staff regarding the timely production of Instrument Music reports at the end of each semester

3. Other Duties

- 3.1. Undertake other duties as assigned by the Director of Music
- 3.2. Attend professional learning days
- 3.3. Attend regular office administration team meetings

4. Key Skills

- 4.1. The successful applicant will have strong written and verbal communication skills with advanced knowledge and proficiency in Microsoft Office, Music Monitor, Operoo and Synergetic

5. General accountabilities for all Staff

- 5.1. Demonstrate duty of care to students in relation to their physical and mental wellbeing
- 5.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 5.3. Adhere to the College's professional dress code for staff
- 5.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 5.5. Demonstrate professional and collegial relationships with colleagues
- 5.6. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning
- 5.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.9. Be familiar with and comply with all College policies and procedures