

**POSITION DESCRIPTION**

<b>Position:</b>	<b>Music Administrator</b>
<b>Reporting to:</b>	<b>Director of Music</b>
<b>Department:</b>	<b>Administration</b>
<b>Date:</b>	<b>July 2024</b>

**Primary Purpose**

The Music Administrator is responsible for responding to all enquiries to the Music Department, secretarial and administrative support for the Director of Music, and Head of Music (Instrumental Performance), and to all other teaching staff in the Music Department.

**Position in Context**

The Music Administrator works under the direction of the Director of Music on a day to day basis. The Music Administrator is expected to display the School’s vision, in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients, external organisations and the School’s various community groups.

**Freedom to Act / Autonomy**

It is the responsibility of the Music Administrator to inform the Director of Music of all important enquiries and any potential issues that may arise in the course of the day. The Music Administrator has a reasonable amount of autonomy in the day to day operations for administrative and secretarial procedures within the Music Department.

**Major Duties and Responsibilities**

**1. Secretarial Support to the Music Department**

- Secretarial and administrative assistance for Music Department staff including typing of documents, spreadsheets, letters, notices, memos etc
- Provide secretarial support to the Director of Music and Head of Music (Instrumental Performance)
- Preparation of Music students’ files, records and class lists
- Set up classes for instrumental music reports in Synergetic
- Attend Music Department meetings and briefings, take minutes and distribute
- Prepare and maintain rolls for co-curricular music groups
- Maintain details of student involvement in co-curricular music groups in Music Monitor and Synergetic
- Diarise all school events and submit Function Forms for music events

**2. General Administration**

- Manage Music Department reception area
- Attend to all enquiries from staff, students and parents of Music Department
- Allocate new enrolments to staff and organise first lessons
- Allocate hire instruments and coordinate any repairs and maintenance throughout the year
- Manage bookings of Music Department facilities and other facilities to be used for Music Department activities

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- Maintain office supplies and stationery
- Collect and distribute mail, and other correspondence to staff and students
- Catalogue all new music purchases for the Music Library in Accessit
- Develop and maintain office systems including comprehensive file management systems
- Lodge requests to Facilities Team for maintenance and repair.

### 3. **Concerts, Camps, Productions and Performances**

- Design and compile printed programs for music using InDesign
- Develop and maintain office systems including comprehensive file management systems
- Coordinate all catering requirements, bus bookings, excursion forms, lighting etc for Music Department productions and other activities
- Place notices in school Bulletin notifying of upcoming performances, concerts, productions etc;
- Coordinate and organise all Music Camp details including; reply slips, special dietary requirements,

### 4. **Extra Curricula Music**

- Collate and calculate total hours worked by Music Instructors for submission to payroll
- Prepare and maintain up-to-date and accurate electronic records including:
- Extra-curricular Register, i.e. Music Monitor data base showing instruments learnt, teachers, students to be charged and instrument hire charges
- Extra-curricular Music Teachers Rolls
- Instrument Register with serial numbers for confirmation of charges each term
- Reconcile account charges, lessons given and wages paid
- Liaise with accounts staff and families to resolve queries such as account charges and number of lessons
- Coordinate orders for stores and equipment (eg students print music and items required by the Music Department), as well as stocktakes, and advise Accounts Department of appropriate fee charges
- Organise three Australian Music Examination Board examination sessions annually and advise Accounts Department of appropriate fee charges.

### **Direct Reports**

Nil

### **Contacts**

Internal

Director of Music

Music staff

Students

Other staff

Parents

## External

Venue staff

Professional Musicians

Suppliers

## **Competencies Required**

- Demonstrated experience in a similar role, particularly using Music Monitor
- Commitment to excellent customer service
- Strong verbal and written communication skills
- Excellent organisational and time management skills with the ability to manage multiple projects concurrently and within set deadlines
- Computer literacy for word processing, spreadsheets, use of internet and electronic mailing systems
- Experience using Adobe InDesign, Synergetic and Accessit would be advantageous
- Sound judgement / problem solving skills
- An interest in music and working with children of all ages

## **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

## **Tintern Grammar's commitment to Child Safety.**

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child

abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager

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- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....