

## POSITION DESCRIPTION

### Music Administration Assistant

<b>POSITION</b>	Music Administration Assistant
<b>RESPONSIBLE TO</b>	Director of Music
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Director of Music Human Resources Manager
<b>ISSUE: 01</b>	<b>DATE:</b> August 2022

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 Music Administration Assistant forms part of this team and has specific responsibility for supporting the Music Department.

Reporting to the Director of Music, the Music Administration Assistant 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 and students about instrumental music lessons, times, performances and the activities of the Music Program as directed by the Director of Music
- 1.2. Communicate with staff and other College departments as directed by the Director of Music
- 1.3. Assist with the instrumental enrolment process, processing enrolment data, prepare billing details, and maintain up-to-date student lists

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- 1.4. Assist the Director of Music in overseeing the publishing and updating of instrumental music and ensemble rehearsal timetables
- 1.5. Process and oversee AMEB performance and theory examination sessions including enrolment, examination times, fees, billing and liaising with instrumental teachers and accompanists for rehearsal bookings and examinations
- 1.6. 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
- 1.7. Maintain instrumental music databases, print music catalogue, instrumental teachers' rolls, ensemble listings, AMEB records, hired instrument registry and instrument condition reports
- 1.8. Compile, create and copy concert programs for music events, liaising with the Director of Music and Head of Development
- 1.9. Co-ordinate with instrumental music staff regarding instrument repairs

#### **2. Administrative**

- 2.1. Act as Minute Secretary for Instrumental Music team 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. Other duties as directed by the Director of Music
- 2.7. Liaise with Finance staff regarding billing enquiries
- 2.8. Assist the Director of Music with administrative aspects of Music Retreat preparation
- 2.9. Maintain the membership register of the various bands and ensembles
- 2.10. Liaise with the Instrumental Music staff regarding student attendance
- 2.11. Liaise 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 College briefings and administration team meetings as required

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#### 4. Key Skills

- 4.1. The successful applicant will have strong written and verbal communication skills with advanced knowledge and proficiency in Microsoft Office and Synergetic. Experience and proficiency with the Music Monitor database system will be highly regarded. Experience using Clipboard and EdSmart is advantageous

#### 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