

MUSIC ADMINISTRATOR

OVERVIEW

The Music Administrator is responsible for key stakeholder management, and for the coordination of a wide range of administrative tasks, as well as instrumental tuition. In addition, the Music Administrator provides administrative support to the Director of Music, the Head of Music Performance and the Music Department team as required.

1. KEY RELATIONSHIPS

The Music Administrator is ultimately responsible to the Principal. They report to the Director of Music.

2. RESPONSIBILITIES

- 2.1 Assist with the management of the peripatetic music program by processing applications for new tutors and students, developing room schedules, tutor timetables and registers
- 2.2 Assist with the processing of peripatetic and casual music staff timesheets
- 2.3 Assist with the management of various programs across the department, including billing student activities and applying charge for activities
- 2.4 Efficient oversight of administrative duties
- 2.5 Assist with the organisation of concerts, festivals, events and tour programming
- 2.6 Liaising between parents, students and Music tutors
- 2.7 Maintain database systems and accurate records with the management of activities
- 2.8 Assist with the maintenance and reconciliation of music budgets
- 2.9 Oversee general maintenance and stocktake of music instruments and equipment
- 2.10 Ensure efficient organisation of the Music Office according to School Policies and WHS requirements
- 2.11 Maintain well-organised and catalogued Music library
- 2.12 Assist with the accurate management of the Music Calendar and maintain updates with key stakeholders across the school

3. QUALIFICATIONS AND EXPERIENCE

The Music Administrator will:

- 3.1 have an understanding of music tuition and ensemble programs
- 3.2 have a passion for and contribute to event development
- 3.3 have well-developed technology skills and knowledge of operating systems, particularly in the use of databases, communications, MS Office and Google Suite

4. PERSONAL ATTRIBUTES

To succeed in this portfolio, you will:

- 4.1 have well-developed time management, written and verbal communication skills
- 4.2 provide exceptional customer service
- 4.3 have the ability to learn new skills and be adaptive to changing technology processes
- 4.4 able to navigate interactive technologies, web and electronic media
- 4.5 have the ability and initiative to work independently and as part of a team
- 4.6 be highly organised with strong attention to detail
- 4.7 A capacity to embrace the School's culture, values and Code of Conduct is essential

