

CHORAL MUSIC COORDINATOR

JOB DESCRIPTION

Reports to: Head of Performing Arts

Department: Music

POSITION SUMMARY

The Choral Music Coordinator will provide support to the Head of Performing Arts on strategic plans for the vocal programme at the College, as well as inspire, guide, engage and motivate students through the study, practice and performance of music.

ESSENTIAL CRITERIA

- i) **Education & Training**
 - Bachelor of Music or relevant tertiary degree in related field
 - AMus or LTCL or equivalent highly desirable
- ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

 - Proven ability to conduct and direct ensembles
 - Proven ability to plan and source repertoire
 - Proven ability to work on strategic plans for vocal programmes
 - High performance level on primary instrument
 - Studio vocal teaching experience
 - A full understanding of and ability to teach musicianship (theory, aural and arranging) through a choral construct

Human Relations

 - Ability to motivate and enthuse students
 - Excellent communication skills
 - Excellent organisational skills
 - Professional presentation
 - Ability to work as a member of a team
 - Ability to liaise professionally with staff, students, parents and other colleagues
- iii) **Additional Requirements & Values**
 - Actively pursue the development and improvement of your teaching by accessing and implementing up to date teaching methods and curriculum tools
 - Utilise information and learning technologies as appropriate to your role
 - Attend regular professional development opportunities
 - Maintain relationships with relevant professional associations (e.g. ASME, AISWA, SCSA etc)



- Participate in Scotch College professional development programmes and participate in the development and evaluation of curriculum, programmes and resources for the implementation of the curriculum
- Positive outlook with the willingness to become fully involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

CORE RESPONSIBILITIES & TASKS

CHOIRS AND VOCAL MUSIC ENSEMBLES

- Oversee the structure, direction and conducting of the College choral ensembles containing Junior School, Middle School and Senior School students
- Collaborate with PLC music staff on the co-leadership of combined choral ensemble music for both regular rehearsals and performances
- Work collaboratively with the Head of Performing Arts on strategic plans for the vocal programmes
- Plan and source appropriate repertoire
- Work with the Head of Performing Arts to provide vocal coaching to students involved in the annual Scotch and PLC musical theatre productions
- Create an environment of active and genuine learning by employing a range of teaching strategies that meet the needs of each student
- Monitor each student's progress and keep all stakeholders informed of progress through the use of the music practice journal, SEQTA and other standard communication methods
- Keep accurate records of achievement and attendance in order to provide meaningful reports and parent communications as required
- Maintain your workplace environment by keeping a neat and orderly teaching space, reporting any maintenance or repair requirement
- Keeping open communication with the relevant Music Staff, Music Administration and where required the Head of Performing Arts.
- Follow all standard College procedures, as outlined in the Music Faculty Staff Handbook
- Prepare vocal students for the various performances that occur throughout the year
- Assist in rehearsals and sectionals as requested
- Attend and assist with the preparation for and running of various calendared music concert and events as appropriate to your major teaching context or where requested by the relevant event organiser
- Encourage student participation in the Scotch Music Program

OTHER DUTIES

- Liaise with classroom music teachers to assist in the delivery of the classroom music programme, as required
- Attend and actively participate in department meetings

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated February 2019