

ADMINISTRATION ASSISTANT- MUSIC & EVENTS

JOB DESCRIPTION

Reports to: Head of Performing Arts

Department: Performing Arts

A&TO level: Level 3

POSITION SUMMARY

The Administration Assistant – Music & Events will work closely with the Head of Performing Arts, Heads of Instruments, Music Teachers Music Tutors and the Venues and Events Co-ordinator to provide efficient and effective administrative services for the College music programmes and Performing Arts events. This includes supporting the coordination of activities undertaken as part of the Scotch-PLC memorandum of understanding for combined services.

This position is scoped across all sub-schools: Junior School, Middle School and Senior School.

ESSENTIAL CRITERIA

- i) **Education & Training**
Relevant secretarial or administration qualifications, or equivalent experience
- ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

- Thorough working knowledge of Microsoft Office suite, Office 365, OneNote, Microsoft Outlook, and Adobe Acrobat on Mac platform (OSX).
- Advanced typing skills.
- Knowledge of school timetabling processes

Human Relations

- Well-developed communication skills with demonstrated ability to develop and maintain working relationships at all levels
- Ability to work as part of a team or independently to complete tasks



- iii) **Additional Requirements & Values**
- Excellent organisational and prioritisation skills
 - Willingness to co-operate and maintain a strong work ethic
 - Ability to work under pressure and to deadlines
 - Ability to maintain confidentiality and attention to detail
 - Ability to display initiative and problem solving skills
 - Ability to maintain progress on multiple tasks simultaneously
 - Strong communication skills given a wide variety of audiences
 - Positive outlook with the willingness to become involved in the whole of 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

DESIRABLE CRITERIA

- Experience with the use of school based database and record management systems, such as Synergetic, Edval and SEQTA.

CORE RESPONSIBILITIES & TASKS

MUSIC TUITION

- Administer the enrolment process for instrumental music lessons (full life cycle)
- Create, manage and adjust the student lesson timetables for all Music Tuition staff and Pipe Band instructors in consultation with the Heads of Instruments and Pipe Band Master
- Coordinate rooming for all individual music lessons
- Coordinate and maintain student lists, group lists and class lists for Music Tuition Staff and Music Teachers
- Track and analyse student and staff attendance at weekly music lessons
- Communicate and liaise with all effected stakeholders involved in music tuition, including College staff, students and families
- Provide administrative support to the Head of Performing Arts and Staffing and Human Resources Team with the annual appointment and induction process for Music Tutors
- Coordinate the pay cycle for Music Tuition staff, including the collation and approval of all documents along with reporting of relevant data to the College accounts and finance team
- Coordinate the charging of student accounts for music lessons
- Coordinate the input of music tuition reports, in line with the reporting schedule and timelines adopted by each of the sub schools

CO-CURRICULAR MUSIC

- Provide administrative support to Ensemble Directors as required
- Coordinate rooming for all rehearsals
- Maintain student lists, group lists and class lists for all co-curricular music ensembles and the relevant Ensemble Directors
- Communicate and liaise with all effected stakeholders involved in Co-Curricular Music, including College staff, students and families
- Support and promote a harmonious collaborative partnership with PLC, working with the PLC Music Administration to achieve desired outcomes for Scotch College and PLC

CLASSROOM MUSIC

- Support the Music Teachers by completing requested administrative tasks, such as photocopying, printing, scanning, and bulk communications with students and families, etc.

EVENTS & BOOKINGS

- Maintain the annual Scotch Performing Arts calendar
- In conjunction with the Venues and Events Coordinator, provide administrative support throughout the life cycle of any Music Faculty event, including liaising with the College Events team, Marketing team, Reprographics, Catering, Friends of Scotch Music and other stakeholders
- Complete all bookings as directed by the Venues and Events coordinator
- Maintain a physical presence at Music Department events, where directed by the Head of Performing Arts
- Occupy an ex-officio position on the Friends of Scotch Music committee, attending meetings where required
- Update and maintain the College's electronic Venue calendar and liaise with internal staff for booking requirements
- Liaise with external venue hirers to provide quotes, complete hire agreement and invoicing paperwork
- Support the Venues and Events Coordinator by relaying specific requirements of each event

OTHER GENERAL TASKS

- Staff the music reception desk between the hours of 8am and 4pm daily
- Handling all incoming telephone, mail and email communications
- Handle all walk in queries from students, parents and staff
- Assist with the booking of calendar appointments for Music Department staff
- Attending fortnightly Performing Arts Department meetings
- Provide secretarial support to the Head of Performing Arts as required
- Oversee the daily order of department facilities, including the cleanliness and organisation of rooms
- Coordinate the processing of invoices for department expenses

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 Line Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 2 February 2019