Music Faculty Assistant

Position Description

Area of Employment	Professional Services Staff
Status and Tenure	Permanent Part Time
Position Reporting To	Director of Music
Classification	Grade 1 ESO Woodcroft College Enterprise Agreement

Position Objective

The Music Faculty Assistant provides administrative and support services to the Woodcroft College Music Faculty.

Reporting and Working Relationships

The Music Faculty Assistant reports directly to the Director of Music.

PART A

Key Areas of Responsibilities

- Contribute to the effective correspondence and communication within the Music Faculty through the processing of instrumental enrolments, organisation of teaching aids, booking of excursions and assisting Instrumental Tutors with Student passes, timetables and reports.
- Manage the administration of instrumental hire for students and maintain and order musical instruments as required.
- Support communication and liaison with Instrumental Tutors and students.
- Set up Music Centre classrooms, the Instrumental Canvas page, organise rolls for all College ensembles and collate instructional materials as directed.
- Facilitate daily room swaps for instrumental student rehearsals.
- Organise recital evenings and displays held in the music centre, along with assemblies, College Green and other College performances by students and / or guest artists.
- Assist with the administration and organisation of Showcase including the ordering of musical attire, performance schedules and programs.
- Assist with the preparation of the College Musical.
- Assist with the administration of the Aspiring Musicians Program (AMP) and the College Music Scholarship.
- Assist with the organisation of College Music tours.
- Participate in a team structure and contribute to the College goals and directions.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Desirable requirements

- Recent experience working in a school-based administration environment.
- Experience in using word processing and computer packages currently in use within the College.

Essential Requirements

- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).

Personal Attributes

- Customer service ethos and positive mindset.
- Understanding of and ability to maintain confidentiality.
- Reliable, punctual with a flexible approach and attitude.
- A willingness and availability to work some out-of-school hours and non-term time, as required.
- Supportive of the Christian ethos of the College and a commitment to independent education.
- Staff are encouraged to play a part in the wider life of the College.

Skills, Experience and Knowledge

- Demonstrated skills effectively managing competing demands and prioritisation of work.
- Demonstrated administrative skills, including word processing.
- Experience in dealing with customers on a range of issues in a service orientated environment.
- Ability to develop positive working relationships with the College community including students, and other staff.
- Sound verbal and written communication and interpersonal skills.
- Understanding of and ability to maintain confidentiality.
- Excellent organisational skills.
- Ability to exercise judgement and initiative to resolve issues.
- Demonstrated experience in working well in teams and ability to develop positive working relationships with the College community including students, and other staff.