



## POSITION DESCRIPTION

|                   |                                       |
|-------------------|---------------------------------------|
| <b>Title</b>      | <b>Music Administration Assistant</b> |
| <b>Department</b> | Music                                 |
| <b>Reporting</b>  | Head of College Music                 |
| <b>Location</b>   | Senior Campus, Kew                    |

**Our Intent** Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

**Our Position** The role of the Music Administration Assistant is key to the effective operation of the day to day running of the Music Department.

- Responsibilities** *Key Duties:*
- Provide secretarial and administrative support to the Head of College Music and Music Staff, as requested.
  - Provide administrative and operational support to Music staff, students, parents and the leadership of the College as required from time to time.
  - Maintain accurate and complete data through the music database and other College systems, ensuring that records of attendance, enrolment, continuance and cessation of students are entered, updated and detailed.
  - Provide technical support to Music staff as requested.
  - Prepare and distribute agendas and minutes of meetings and reports as requested by the Head of College Music or their delegate.
  - Supply accurate, complete financial and attendance details to the Finance department for student billing including lesson fees, hire fees, external examinations, music texts/supplies, workshops and excursions in a timely manner.
  - Under instruction of the Head of College Music, resolve account queries with parents.
  - Update, catalogue and maintain the music library.
  - Coordinate production of concerts and music events including programming, advertising, ticketing, communication and hosting.
  - Provide practical support on rehearsal and concert or event days / evenings as requested by the Head of College Music or their delegate.

- Coordinate room allocation for instrumental, ensemble and class music programmes.
- Liaise with College departments concerning publications including newsletters, school calendar, programmes and concert documentation.
- Liaise closely with Instrumental Heads of Departments, Head of Burke Hall Music, Assistant to Music & Early Years at Burke Hall and other administrators within the school.
- Maintain the staff office in an organised and tidy manner and replenish office and kitchen supplies in a timely manner.

*Specific Responsibilities:*

- Prepare the department purchasing and supplies requests under instruction from the Head of College Music.
- Provide administrative support in employing new Music staff and assist the onboarding process where requested.
- Coordinate school reporting procedures for instrumental and ensemble music.
- Coordinate AMEB applications and examination requirements.
- Prepare correspondence and communication to students and parents under the direction of the Head of College Music.
- Coordinate sessional instrumental staff timesheet submission and communication to payroll.
- Source, order, receive and distribute supply of music and music sundries for music teachers.
- Prepare tax invoices for authorisation by the Head of College Music and convey to Finance for processing in a timely manner.

## **Selection Criteria**

*Essential*

- Strong communication skills (written and verbal)
- Advanced Excel, Word and PowerPoint
- Highly competent in data entry and collation
- Evidence of capability with an attention to detail and high levels of accuracy
- Effective time management, planning and organisational capability
- Ability to respond and make sound decisions quickly
- Calm, professional and customer focused
- Experience in event planning and coordination.
- Ability to develop, cultivate and maintain professional relationships with a wide variety of stakeholders across the school community and beyond

*Desirable*

- Experience in the use of Music Monitor software, Synergetic database and SEQTA.
- Music knowledge or appreciation.
- Qualification or experience equating to a relevant undergraduate degree or greater.

## Compliance Requirements

- Current Victorian Working with Children Check (WWC)
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Other Duties

The nature of the position is such that the Music Administration Assistant may be required to be available outside normal school hours and be available to attend College events as might be relevant.

## Terms and Conditions

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|------------------------|--|
| <b>Reporting Line:</b> | The Music Administration Assistant reports to the Head of College Music. All staff are responsible to the Principal and the Rector.                    |
| <b>Tenure:</b>         | 2 years – Commencing January 2022  |
| <b>Status:</b>         | Fixed Term<br>Part time (0.827 FTE)  |
| <b>Hours:</b>          | 8:00am – 3:30pm Monday to Friday (negotiable)<br>During term time plus additional days or hours as required.<br>30 minute unpaid lunch break each day. |
| <b>Review:</b>         | Yearly professional growth objectives and review   |
| <b>Location:</b>       | Senior Campus, Kew   |

*All other terms and conditions as per the Xavier College Enterprise Agreement 2016.*