



EDUCATIONAL SUPPORT – MUSIC / AV ASSISTANT POSITION DESCRIPTION

The Educational Support – Music/AV Assistant provides support to the Music Domain and Music Co-curricular areas of the College. This person is responsible to the Principal via the Performing Arts P-12 Domain Leader.

Qualifications/Experience Requirements to Meet Objectives:

- Working knowledge of MS Office applications including Excel, Word, PowerPoint and Outlook.
- Working knowledge of Pro Tools and analogue and digital mixing desks.
- Understands a variety of musical instruments.
- Understanding of operating jam hubs and maintenance/repairs of classroom equipment.
- Understanding, or willingness to learn administrative use of TryBooking.
- Level 2 First Aid qualification (will be provided by the College).
- High level interpersonal skills, written and verbal communication.
- Enthusiasm, motivation and initiative.
- Ability to work independently and as part of a team.
- Positive and professional presentation.
- High level customer service skills and the ability to strive for continual improvement.
- A commitment to ongoing personal and Professional Development.

Working Relationships:

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff, students, contractors and suppliers.

Freedom to Act/Decision Making:

- The position, in conjunction with the Performing Arts P-12 Domain Leader and, where applicable, the Cultural Co-Curricular Coordinator, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.

Key Results Areas and Accountabilities:

- Have an interest in the Music Domain and co-curricular life of the College and in working with young people.
- Support Music teaching staff in the classroom with the use of jam hubs and instruments in the room.
- Use analogue and digital mixing desks to operate sound for live music performances in class and co-curricular/other events.

- Setting up for live sound events including moving equipment and placing microphones on instruments.
- Recording individuals and ensembles using Pro Tools.
- Efficient and effective coordination of the instrumental tuition program (including enrolments, coordinating timetabling, attendance, rooming, accounts, communication with tutors, parents and students as required).
- Assist with the organisation and preparation of materials for both P-12 Music classroom and co-curricular programs/events and provide administrative support.
- Respond to initial queries regarding the Instrumental Music Program and forward specific enquiries to the relevant Head of Instrument.
- Assist the Performing Arts P-12 Domain Leader and music staff in organising student musical performances at events like concerts, assemblies and masses.
- Assist with ordering and storage of Music materials.
- Handle the maintenance, cataloguing and hire of equipment relating to subject and co-curricular areas.
- Where required, attend and assist on Music and co-curricular incursions and excursions.
- Provides support in the school musical with sound requirements and/or performing in the orchestra as required by the Cultural Co-Curricular Coordinator.
- Contribute to the College in a wider context and in other curriculum and co-curriculum areas.

Personal Attributes:

- Ability to work with a minimum of supervision.
- Ability to be a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Marymede Community i.e. staff, students and parents (both prospective and current).
- Discretion and confidentiality.
- Flexibility
- Punctuality.
- Professional attire at all times.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.

This role involves out of hours / weekend work at peak times.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2018*. The position would be recompensed according to the scale for either a full-time/part-time Educational Support Category C depending on experience and qualifications.
- The Educational Support – Music/AV Assistant is entitled to Seven (7) weeks Annual Leave. One (1) week will be taken during each school holidays break by agreement with the Performing Arts P-12 Domain Leader. The remaining Four (4) weeks to be taken during the end of year holiday break.
- Finishing dates for the end of each year will be in consultation with the Principal and may vary from year to year.
- Hours of employment are: 8.30am to 4.36pm, (1-hour unpaid lunch break).

Marymede Catholic College is an Equal Opportunity Employer