



Melbourne Archdiocese
Catholic Schools



MARYMEDE
CATHOLIC COLLEGE
In the way of Mary

Position Description

Music Program Administration Officer

Purpose of position	The Music Program Administration Officer will deliver administrative support for the effective operations of the College's Music Program.
Staff Team	Music Team
Reporting to	Director of Music
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 3, Category B
Salary and benefits	<ul style="list-style-type: none"> Salary as per Catholic Education Multi Enterprise Agreement 2022 Significant opportunities for professional learning
Commencement date	January 2025
Employment conditions	<ul style="list-style-type: none"> Part-time (0.6 FTE) Ongoing position Days and hours of employment are negotiable <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant experience in music or education administration related positions is an advantage.</p> <p>Experience with data entry and use of the Office 365 suite is an advantage.</p> <p>First Aid Level 2 minimum (training can be provided by the College)</p> <p>Experience with school data management systems (eg. Timetabler, Synergetic and SIMON) is an advantage.</p>

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Provide administrative support for College Music Program including:
 - Assist with calendar management for the Director of Music
 - Administer all aspects of the enrolment of students into Instrumental Music lessons and Ensembles
 - Manage records of student choir and ensemble membership and attendance
 - Administer records of Instrumental Music Instructors
 - Manage records of student instrument use
 - Administer data relating to the music element of the College Affirmation Policy
 - Oversee all teaching rosters for Instrumental and Ensemble Music Tutors
 - Maintain accurate student attendance records and share updates with Accounts regarding outstanding lessons
 - Contact parents if lessons are missed, if Instrumental Music Teachers are unable to
 - Liaise with the Director of Music and Finance Team to ensure prompt and efficient handling of documentation to pay Instrumental Music Tutors
 - Liaise with the Finance Team to ensure that Instrumental Music accounts are accurate, including invoicing and credits
 - Administer the timetable and other rostering systems
 - Assist with the maintenance and inventory of all music instruments, equipment and resources as required
 - Attend all Music events to support with all administration and front of house requirements
 - Coordinate all event space cleaning, and maintenance requirements in consultation with the Director of Music
 - Coordinate catering and ordering requirements for all Music events
 - Administrate all documentation, programs, resourcing for Music performances and events
 - Assist the Director of Music in administering excursion and incursion documents, permission forms and communications
 - In consultation with the Director of Music, coordinate Instrumental and Music room allocations for lessons and ensemble rehearsals
 - Liaise with Music Program staff regarding all calendar dates and school-wide events that may impact the delivery of music lessons or ensemble rehearsals
 - Follow the College's purchasing systems and processes to order equipment, resources and other needs for instrumental music and ensembles
 - Manage the Marymede Catholic College Music email / inbox and respond to enquiries in a timely manner
 - Coordinate AMEB examination enrolments in consultation with Instrumental Music Instructors

- Attend and minute all Music Team meetings
- Liaise with the Director of Music to provide data and insights to inform future resourcing and staffing needs, such as waitlists and recruitment needs
- Liaise with external partners including venues for events and providers and maintainers of musical instruments
- Maintain files and records
- Prepare materials for various commitments
- Assist with the organisation and preparation for events
- Assist with the management of correspondence and publications
- Assist with the supervision of students
- Attend Music Program events outside of regular hours in accordance with time in lieu practices
- Where required work in partnership with the Performing Arts Administration and Music Tech Support Staff
- Liaise with marketing for all communications regarding the Music Program
- Liaise with IT for all admin/tech support and resources requirements
- On occasion provide support to the broader Performing Arts Team
- Engage with students in a manner consistent with College Policy and practices including those relating to child safety, student wellbeing, student first aid and learning diversity
- Carry out the role in a manner consistent with Melbourne Archdiocese Catholic Schools Code of Conduct
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Strong skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

November 2024