



## **POSITION DESCRIPTION – MUSIC ADMINISTRATOR**

### **ORGANISATIONAL RELATIONSHIPS**

This position reports to the Director of Music in the first instance, then to the Head of Senior School. All positions at the School report to the Headmaster.

### **ORGANISATIONAL RELATIONSHIPS**

This position reports to the Director of Music in the first instance, then the Head of Senior School. All positions at the School report to the Headmaster.

Internal Liaisons: Visiting Music staff, WCPA staff, Ballarat Grammar staff and students  
External Liaisons: Parents, music suppliers, AMEB, Royal South Street Society, members of the public

### **PRIMARY FOCUS**

The primary focus of this position is to provide secretarial/administrative assistance to the Director of Music, including correspondence/emails, diary appointments, screening of telephone calls and provision of administrative support and effective lines of communication with all Music staff. This position is the primary point of contact for all Music School activity.

### **KEY RESPONSIBILITIES**

- Draft correspondence, agendas, Bulletin submissions
- Monitor on-line enrolments, allocate students to classes, liaise with staff
- Maintain up-to-date instrumental class and ensemble records
- Maintain Instrument Inventory
- Maintain Repertoire Library
- Administer entries for AMEB, Trinity and ANZCA examinations and Royal South Street competitions
- Administer charges to student accounts for examinations, camps, excursions, books/sundry items
- Administer the generation of instrumental lesson charges and salary reports
- Administer the ordering/repair of equipment and supplies
- Maintain room timetable for visiting staff
- Ongoing compilation of dates for the Music School and maintenance of relevant event information via staffroom whiteboards, Nexus and WCPA calendar
- Monitor information on website/Nexus pertinent to Music and disseminate to staff
- Assist with organisation and co-ordination of Music tours/camps, scholarship auditions, Music events/excursions through preparation of relevant correspondence
- Maintain supplies and cleanliness of Music staffroom
- Maintain strict confidentiality at all times
- Other duties as requested by the Headmaster



## **MINIMUM REQUIREMENTS**

- Highly developed time management, organisational, proofreading and communication skills
- Excellent understanding of Microsoft Office and Synergetic, or similar database program, desirable
- Ability to work co-operatively with a vibrant, artistic team of staff and students
- Current Working With Children Check

## **Child Safety Standards Statement**

**Ballarat Grammar is committed to zero tolerance of child abuse in every form. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.**

**As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.**

This position description is a guide only, and not intended to be an exhaustive or exclusive list of the duties of this position. All position descriptions are subject to review and modification by the HR Co-ordinator in response to the changing needs of the School.