
POSITION:	Music Programs Coordinator
LOCATION:	Lismore
EMPLOYMENT CATEGORY:	Permanent Part-time appointment
RATE OF PAY:	\$50,000 annual salary with a pro-rata applied at 0.8
HOURS:	30 hours per week. Occasional weekend or evening hours to be taken as time in lieu.
EXPENSES:	Reimbursement for travelling expenses when made on Conservatorium business.
ROLE:	To co-ordinate the administration of the Community Music Program on site in Lismore and various off-site locations. To co-ordinate all aspects of the Music in Schools Program in schools across the Northern Rivers Region.
RESPONSIBLE TO:	The Executive Director

DUTIES:

Community Music

1. Field enquiries for music tuition through the Community Music Program placing students with appropriate teachers and giving advice on registration, fees, attendance and other Conservatorium policies.
2. Prepare Departmental reports for the Board as directed by the Executive Director.
3. Coordinate recruitment, induction and activities of Music Teaching Staff
4. Produce material for the Conservatorium website and facebook page eg blogs, reviews, staff profiles.
5. Attend weekly administration meetings.
6. Maintain records of teacher rolls, timetables and availability in database.
7. Co-ordination of in-house concerts, open day activities, Northern Rivers Youth Orchestra and other events.
8. Design, production and continual improvement of Community Music Practice Diaries.
9. Co-ordinate production and distribution of semester reports and certificates.
10. Other tasks as directed or as required especially with regards special events.

Music in Schools Program

1. Administer all aspects of the program including: enquiries; enrolments and registrations; tutor allocation; devise and maintain currency of rotating timetables according to the school terms.
2. Maintain strong positive working relationships and effective flow of information with all tutors, principals, school administration staff and parents.
3. Produce semester progress reports in collaboration with tutors in a timely fashion.

ESSENTIAL CRITERIA

1. Relevant post-secondary or tertiary qualification or equivalent professional experience.
2. Experience in co-ordinating or managing a team of people.
3. Proven experience working to deadlines, specific timeframes and following established procedures.
4. Well developed written and oral communication skills and strong interpersonal skills with the ability to deal with people from different backgrounds.
5. Ability to demonstrate initiative, to problem-solve, and to prioritise tasks working to competing demands with a keen attention to detail.
6. Computer literacy on both mac and pc platforms including word-processing, database, data entry and spreadsheet programs.
7. Ability and willingness to learn all aspects of the services delivered by the Conservatorium and to undertake a range of duties as required.
8. Demonstrated capacity for flexibility and adaptability both independently and in a team setting.
9. Ability to maintain & develop stakeholder relationships across the Conservatorium's client base, partnership organisations and the wider community.
10. Demonstrated commitment to cultural diversity and equity in the workplace.
11. A current Working With Children Check number.

DESIRABLE CRITERIA

1. Current driver's licence
2. First aid certificate

APPLICATION DETAILS:

Enquiries: Anita Bellman, Executive Director
anita.bellman@nrcac.edu.au

Closing Date: Wednesday 6th September

Interview Date: Wednesday 13th September

Start Date: Monday 18th September

Your application must include:

- Cover letter addressed to the Executive Director
- Document addressing the selection criteria.
- CV with contact details for two referees

Lodge your application:

Via email: admin@nrcac.edu.au

Mail: Northern Rivers Conservatorium
152 Keen Street, Lismore NSW 2480