



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Music Performance Coordinator
Classification	Full Time
Position of Leadership	POL 2
Time Allowance	10 x 70-minute periods per 10-day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Staff & Operations
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team

Purpose of the Position

The Music Performance Coordinator is responsible to the Deputy Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Music Performance Coordinator is responsible for the overall vision, promotion and celebration of musical performance aspects of all College events. They have a central role in coordinating all music co-curricular programs, activities, displays, performances, assemblies and liturgies that showcase the musical performance and achievements of students and staff.

The Music Performance Coordinator will take responsibility for the planning and organisation of the Instrumental Music Program, the College Instrumental and Choral Ensembles, and the Senior and Junior College Bands. The Head of Music Performance will work towards the ongoing establishment of the College Concert Band program.

The Music Performance Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Music Performance Coordinator will play a significant role in all performance-based events within the College. The Music Performance Coordinator will collaborate primarily between the Deputy Principal Staff & Operations, PAC & Events Coordinator, PAC & Events Assistant and other members of staff as required.

The broad duties of the Music Performance Coordinator will be to undertake work in the areas below:

- Actively support the liturgical life of the College by collaborating with the College Faith and Mission Team to plan, prepare, and select celebratory and liturgical music for religious events and services.
- Coordinate and promote the Instrumental Music Program in collaboration with instrumental teachers and external providers to create a comprehensive and engaging musical experience for students.
- Communicate regularly with students, parents, and instrumental teachers to promote and efficiently run the Instrumental Music Program, addressing inquiries and concerns as needed.
- Oversee the budget of the Instrumental Music Program, ensuring appropriate allocation of resources to support program activities and initiatives.

- Collaborate with the Deputy Principal Staff and Operations to develop the timetable and schedule for instrumental music staff and students, including rehearsals for ensembles and other musical performers.
- Work with the Deputy Principal Staff and Operations to organise contracts and terms of employment for instrumental music staff, including payment arrangements and relevant administrative procedures.
- Maintain accurate attendance records for all instrumental music lessons, ensuring proper monitoring and communication with students and parents.
- Oversee the musical direction of the annual College Production, providing artistic guidance and support to ensure a successful performance.
- Be responsible for overseeing performances, music, and singing at College events, including masses, assemblies, information nights, and the end-of-year Presentation evening.
- Collaborate with the PAC and Events Coordinator to provide opportunities for students to showcase their performances at College events, fostering a culture of musical appreciation and talent development.
- Supervise and support student lunchtime rehearsals and musical performances to encourage student engagement and creativity.
- Build the capacity of staff to support a range of activities to promote the various Music Performance programs at the College.
- Organise and manage the lunchtime music room supervision roster to ensure a safe and productive environment for students during break times.
- Plan, prepare, select, and rehearse celebratory and liturgical music in collaboration with the College Faith and Mission Team for special religious events and services.
- Communicate and promote College music performance events to key stakeholders, including students, parents, staff, and the broader community, while continually updating performance and event dates in the College calendar.
- Oversee the direction of rehearsals and performances for ensembles, bands, and choirs, aiming to achieve a high level of musical excellence.
- Provide a highly accomplished level of music at College events, contributing to the overall cultural and artistic experience.
- Maintain all College instruments and musical equipment, including making arrangements for upkeep, repairs, and replacements as necessary.
- Liaise with parents, students, and the College community regarding the Music Programs, fostering positive relationships and effective communication.
- Take an ongoing proactive approach to reviewing, refining and developing programs that enhance the overall success and growth of all aspects of student engagement related to music performance in the College.
- Collaborate effectively as part of the Operations Team.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills, with demonstrated ability to work collaboratively and facilitate dynamic teamwork.
6. Demonstrated commitment to ongoing professional learning.
7. High-level proficiency and knowledge in a variety of instruments and musical performance related endeavours.
8. Demonstrated experience in scheduling, prioritising, and managing staff workloads to effectively meet a range of competing tasks and deadlines.
9. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

Applications close: 9am Monday 21 August