

Role Description

Music Assistant – Junior School

Reports to: Coordinator of Music – Junior School, Director of Music, and Head of Junior School

Hours: Part-time, 8:00am – 4:00pm, 3 days per week, term time only.

From time to time you may be required to work outside of these days and hours to provide support to the Music staff for events held after-hours and on weekends.

Role

The Music Assistant is responsible for assisting in the administration of Meriden Junior School's curricular and cocurricular programs.

Responsibilities:

Administration

- Maintain the database for all sheet music, CDs, ensemble music and school-owned instruments
- Act as first point of contact for the JS Music Department
- Communicate and correspond with parents as required
- Assist with Music Academy Reception
- Assist music staff with administrative duties when needed, i.e. photocopying, collation of resources
- Coordinate lists and rolls in liaison with music staff
- Coordinate Music Photo Day
- Liaise with Marketing to assist with Meriden publications content and photographs
- Carry out other administration tasks as required by the Coordinator of Music – Junior School and Director of Music

Cocurricular Programs and Events

- Assist with the organisations of excursions, Eisteddfod, competitions, concerts and Music Camp
- Assist Music staff with cocurricular programs including all Music ensembles
- Assist with the organisation of concerts/theatre productions for the Music staff – rehearsal schedule, stage management plans, equipment lists
- Assist with the organisation of photography, videography for concerts and performances including sourcing copyright and permission
- Collate performance photographs and videos of performances for promotional use
- Represent the Performing Arts department at Open Mornings, Preview Day, Orientations

Desirable:

- A knowledge of/or understanding of music
- Tertiary studies in the field would be viewed favourably eg. an Arts admin degree

Personal Qualities required:

- Fully support the Christian ethos of Meriden as an Independent Anglican School
- Possess advanced proficiency with the Microsoft Office suite of products and other computer based tools
- Be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Be punctual, highly organised with attention to detail

- Have an orientation towards 'rolling up your sleeves' and getting involved with issues as required
- Have a personal presentation commensurate with the ethos and reputation of the School
- Be discreet, approachable and confidential, and loyal to the School and the Principal