

## Position Description – Schools Manager

To manage and direct the Conservatorium’s schools program, in consultation with the Artistic Director/CEO

To create lasting and trusted relationships with principals and the broader schools communities involved in the Conservatorium’s schools program and to build the program’s profile in the broader community.

Position	
Fixed Term Contract	3 year fixed term contract of employment. At the end of the 3 year term the contract may be renewed or re-advertised at the discretion of the Conservatorium
Working Hours	This is a 2.5 day (20 hour) per week position with flexible delivery and some out-of-business hours including weekends.
Supervision	
Reports to:	Artistic Director/CEO
Direct Reports:	Schools Program contracted conductors and teachers
Role	
Key Areas	Key Activities
Strategy and Planning	<ul style="list-style-type: none"> <li>• Develop and implement a comprehensive marketing and communications plan for the program.</li> <li>• Develop and implement a comprehensive risk management strategy for the in-school program and associated events.</li> <li>• Develop and maintain strong relationships to bolster the Conservatorium’s standing within the schools sector.</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Coordinate rehearsals and tutorials delivered in schools.</li> <li>• Coordinate the schools instrument hire program.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Report on uptake and attrition in the program and on projects.</li> <li>• Communicate with contractors regarding their schedules.</li> <li>• Oversee content on the website and smart phone app.</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Manage annual events including ‘Big Day Out’ and ‘Band Festival’ including events planning, risk assessment and marketing including working with schools to develop commitment.</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Work with teaching staff planning band repertoire and tutorials.</li> <li>• Where possible link learning objectives to Department of Education curriculum objectives and school learning objectives.</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>• Build trusted partnerships with key stakeholders.</li> <li>• Utilize curriculum outcomes to bolster marketing efforts and reputation.</li> <li>• Proactively manage a consistent recruitment drive within schools utilizing aptitude testing to limit attrition and ensure every student is engaged in the program.</li> </ul>

People and Teamwork	<ul style="list-style-type: none"> <li>• Identify and recruit suitably skilled and qualified staff as necessary, with the support of the CEO/Artistic Director.</li> <li>• Develop and maintain strong relationships with teachers and the broader school community.</li> <li>• Manage the accurate record keeping of attendance rolls and associated documentation.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Manage and maintain a comprehensive budget for the schools program.</li> <li>• Manage and maintain a comprehensive budget for the instrument hire program including a detailed instrument maintenance and care program to ensure consistency in the quality of instruments provided.</li> <li>• Oversee the timely issuing of invoices and collection of fees.</li> </ul>
<b>Qualifications and Experience</b>	
Qualifications	<b>Essential:</b> Degree in Music
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Demonstrated experience working in a schools based music program</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Demonstrated experiences working in an office environment</li> </ul>
<b>Skills and Capabilities</b>	
Technical	<ul style="list-style-type: none"> <li>• Strong writing skills</li> <li>• Managing budgets</li> <li>• Strong computer skills working with Microsoft Office (Outlook, Excel, Word, Google Doc)</li> <li>• Understanding of WHS&amp;E principles</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• A current Working with Children Check without infringement</li> <li>• Outstanding written and oral interpersonal skills</li> <li>• Organisational and time management skills</li> <li>• Attention to detail</li> <li>• Able to work in a team environment</li> </ul>
<b>Relationships</b>	
Key Internal Stakeholders	<ul style="list-style-type: none"> <li>• Artistic Director</li> <li>• Financial Controller</li> <li>• Operations Manager</li> <li>• Contracted Conductors &amp; Teachers</li> </ul>
Key External Stakeholders	<ul style="list-style-type: none"> <li>• School Principals</li> <li>• Parent Representative Organisations</li> <li>• NSW Department of Education</li> </ul>