

Position Description – Head of Schools Program

- To manage the Conservatorium’s school instrumental music program, in consultation with the Artistic Director/CEO.

- To create lasting and trusted relationships with School Principals and the broader school 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 and the Financial Controller
Direct Reports:	Schools Program conductors and teachers
Role	
Key Areas	Key Activities
Music	<ul style="list-style-type: none"> • Be involved in the delivery of the instrumental music program including conducting band rehearsals and running group and individual tutorials.
Strategy and Planning	<ul style="list-style-type: none"> • Develop and implement a comprehensive marketing and communications plan for the Schools Program. • Develop and implement a comprehensive risk management strategy for the Schools Program and associated events. • Develop and maintain strong relationships and outstanding results to bolster the Conservatorium’s standing within the school sector.
Operations	<ul style="list-style-type: none"> • Coordinate rehearsals and tutorials delivered in schools. • Ensure suitably skilled and qualified conductors and teachers are available to provide services as required. • Oversee the instrument hire program including ensuring the quality of services and resources.
Communications	<ul style="list-style-type: none"> • Provide regular and appropriate reporting on both the program as a whole and on special projects. • Provide timely and clear communications to conductors and teachers as well as program participants regarding all aspects of scheduling. • Develop and maintain a culture of regular and clear communication within the Schools Program. • Manage all aspects of the Schools Program website and social media platforms including but not limited to the provision of correct and relevant information.

Events	<ul style="list-style-type: none"> • End to end project management of key annual events including 'Big Day Out' and 'Band Festival', including development of associated plans, risk assessments and oversight of timely and effective marketing to both program participants and the broader community. • Work with school principals to create a culture where program events are considered a critical element of the school's calendar and a key learning activity.
Curriculum	<ul style="list-style-type: none"> • Liaise with conductors and teachers to ensure planning for repertoire is carefully considered and linkages for the development of the various groups within the ensemble are clearly identified. • Where possible link ensemble learning objectives to school curriculum objectives. • Incorporate key school syllabus learning objectives into the Schools Program and work with schools to identify opportunities to further enhance music education through the growth and application of the Schools Program.
Marketing	<ul style="list-style-type: none"> • Build trusted partnerships with key stakeholders. • Clearly identify learning goals and linkages with the Schools Program and utilise these to bolster marketing efforts and thus the Conservatorium's standing within the school sector. • Identify and act on marketing opportunities in a timely and coordinated manner. • Proactively manage a consistent student recruitment within schools including band performances, instrument demonstrations and aptitude testing so as to limit attrition.
People and Teamwork	<ul style="list-style-type: none"> • Identify and recruit suitably skilled and qualified staff as and when required in consultation with Artistic Director/CEO • Develop and maintain strong relationships within the teaching/conducting team and within the broader school community. • Ensure a proactive approach to resourcing of staff, instruments and music across the entire program. • Manage the accurate record keeping of attendance rolls and associated documentation.
Financial	<ul style="list-style-type: none"> • Manage and maintain a comprehensive budget for the Schools Program. • Manage and maintain a comprehensive budget for the Schools Program instrument hire including instrument maintenance and care to ensure consistency in the quality of instruments provided. • Oversee the timely issuing of invoices and collection of fees in conjunction with the administration team.
Work Health Safety & Environment (WHS&E)	<ul style="list-style-type: none"> • Ensure ongoing compliance and development of WHS&E policies and processes across all aspects of the Schools Program. • Identify and comply with relevant WHS&E legislation.

Qualifications and Experience	
Qualifications	Essential: Bachelor Degree in Music.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrated experience working in a school based instrumental music program • Demonstrated experience working with stakeholders in the school environment including at an executive level • Experience conducting an instrumental music program in a Primary and High School environment • Leadership experience <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated experiences working in an office environment including MS Office products such as Excel, Access, Outlook & Word. • Experience in the setup and maintenance of databases. • Management experience • Networking experience
Other	A current Working with Children Check number is required before commencing in this position.
Skills and Capabilities	
Technical	<ul style="list-style-type: none"> • Strong writing skills • Strong computer skills working with Microsoft Office (Outlook, Excel, Word, Google Doc) • Demonstrated experience in managing large budgets across multiple areas • Demonstrated experience delivering comprehensive school based instrument music programs • Demonstrated understanding of Working With Children Legislation
Personal Attributes	<ul style="list-style-type: none"> • Outstanding interpersonal, communication and negotiation skills, including the ability to write and speak well, and to interact with a wide variety of people from all ages and backgrounds • Excellent organizational and time management skills, including an ability to coordinate multiple projects at once • Must be dynamic, energetic, friendly and have a 'can do' attitude • Attention to detail • Able to work in a team environment as well as independently.
Relationships	
Key Internal Stakeholders	<ul style="list-style-type: none"> • Artistic Director • Financial Controller • Events & Communications Manager • Administrative staff • Conservatorium Conductors and Teachers
Key External Stakeholders	<ul style="list-style-type: none"> • School Principals • School Teachers • Parent Representatives and Committees • Broader school communities • NSW Department of Education and its representatives • Venue managers for events