Music Administration Support Job Description

Role Purpose

The **Music Administration Support** coordinator provides high-level administrative, logistical, and operational support to the Music Department, specifically focusing on the Co-Curricular Performance Music Programme (itinerant music lessons, bands, orchestras, choirs, and chamber groups).
This role ensures the smooth running ointment day-to-day musical activities, coordinates external tutors and itinerant teachers, manages event logistics, and assists with the tracking of student resources and NCEA performance assessments.

Key Information

- **Reports to:** Head of Department (HOD) Music
  Key Relationships: HOLA The Arts, Itinerant Music Teachers (ITMs), Music Staff, Students, Parents/Whānau, and Event Venue Staff.
- **Employment Type:** Part-Time / Term-Time Only (10 hours per week).

Key Responsibilities

1. Programme Administration

- **Scheduling & Enrolments:** Manage timetables and sign-ups for itinerant music lessons and ensembles.
  Communication & Attendance: Contact parents and tutors regarding lesson schedules and monitor attendance.

2. Event & Competition Logistics

- **Events & Competitions:** Organise concerts and handle entries and travel for competitions (e.g., RockQuest, Big Sing).
  Compliance & Ticketing: Complete EOTC risk documentation and manage ticketing/front-of-house needs.

3. Finance, Resources & Admin

- **Inventory:** Coordinate student instrument loan tracking/repairs.

4. Library & Communications: Catalog sheet music and prepare notices and website updates.

Person Specification

Requirements

- Strong administrative background, ideally in an educational setting.
- Musical background preferred.
- Excellent communication, organisational skills, and ability to manage multiple priorities under live event pressure.
- Proficient with Google and school management systems (KAMAR).
- Culturally responsive and supportive of Te Tiriti o Waitangi.
- Must pass safety vetting under the Children’s Act 2014.