



## POSITION DESCRIPTION

### Coordinator of Strings Programs

#### Purpose

Reporting to the Director of Performance, the Coordinator of Strings Programs will coordinate and conduct chamber ensembles and string orchestras from Year 2 to Year 12. This includes the development of student programs, the management of resources, relationships with various stakeholders and organisations, and direction and management of all aspects of the College Strings programs.

#### Key Knowledge and Skills

1. Credibility within the music industry particularly in a school context; experience in a girls' school environment viewed favourably.
2. An overriding commitment to, and high aspirations for girls' participation in performance activities.
3. Experience in performance and/or administration at a School level.
4. A high level of skill, musical and technical knowledge, and strong partnerships with agencies and organisations in the community.
5. A willingness and capacity to contribute to the development of a strong co-curriculum culture at Seymour College.

#### Key Competencies

The key competencies required to fulfil the role are:

##### **1. Leadership:**

Communicate effectively with students, parents, teachers and the school community. Work with and mentor a small team of specialist staff who are empowered and motivated and who understand the systems, processes and programs of the College.

##### **2. Promoting and achieving outcomes of excellence:**

Use effective techniques to define outcomes and expectations of the staff and students. Build a culture of high expectations and high respect.

### **3. Strategic development**

Work with the Director of Performance to align the program with the broader strategic imperatives of the College.

### **4. Manage resources**

Develop programmes and resource plans. Manage resources and budgets in consultation with the Director of Performance.

### **5. Building and maintaining relationships:**

Develop, maintain, and strengthen partnerships with others inside or outside of the College and community, who can provide information, assistance, and support.

## **Additional Information**

Notwithstanding the preceding Key Competencies, the following role-related responsibilities apply:

### **6. Specific Duties**

- In conjunction with the Director of Performance, engage a team of teachers according to the needs of the particular programs.
- Coordinate and conduct chamber ensembles and string orchestras from Year 2 to Year 12
- Promote strings within the school and develop strategies for building the string program in the Junior School and beyond
- Plan and implement the Year 3 Strings immersion program
- Develop strategies for implementation of a Year 4 Strings immersion program
- Liaise with instrumental teachers to ensure quality learning outcomes and student progression for all instruments
- Maintain regular communication with parents of strings girls
- Deliver yearly school-wide strings concert and prepare ensembles for other concerts throughout the year
- Support Director of Performance in termly concerts and with yearly Music Camp
- Teach up to 20 private students on main instrument
- Order and categorise sheet music as needed
- Inventory, service and maintain all school-owned string instruments
- Manage stock of strings, rosin and other equipment
- As part of the College's dedication to service, organise and attend performances to support school events and those in the wider community
- *Ability to teach in classroom Music or another subject area is desirable*

### **7. Work Health and Safety**

- Contribute to health and safety of self and others.
- Apply Work Health Safety (WHS) regulations, codes and practices in the workplace.
- Ability to perform CPR as required.
- Ability to apply first aid as required.
- Identify hazards and assess WHS risks.
- Identify risk and apply risk management processes.
- Contribute to WHS hazard identification, risk assessment and risk control.