

## Music & Instrumental Assistant

<b>Position Title:</b>	Music & Instrumental Assistant
<b>Job Reference:</b>	231201
<b>Reports To:</b>	Music Coordinator
<b>Nature of Employment:</b>	Ongoing, part-time (0.6FTE), 40 weeks per year
<b>Commencement Date:</b>	February 2024

### College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12. Children who have completed Year 6 at Brooklyn Park have guaranteed entry into Year 7 at the South Plympton.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

### Key Purpose

The Music & Instrumental Assistant provides support to the Music Faculty through various administrative tasks to ensure the smooth day-to-day running of music facilities and events throughout the school's calendar year. Primarily based at South Plympton with some involvement at our Brooklyn Park Campus, they will work closely with the Music Faculty and other teaching and administrative staff.

### Key Responsibilities

- Ensure the safe and effective use of Music Suite areas by students and staff including room bookings, signage, borrowing of equipment etc.
- Administration of Junior School instrumental band programs including hire agreement forms, maintaining records of instruments, arranging invoices to be paid and the charge of fees to Finance.
- Organisation of Music camps.
- Completing internal event forms for excursions.
- Assisting the Music Coordinator in the organisation of instrumental showcase nights.
- Running of extra-curricular ensembles and audition processes.
- Communicating with families as needed.

- Liaising with directors in performance opportunities and facility staff regarding sound and stage requirements.
- Liaising with music tutors regarding timetables, student information and reports.
- Coordinating new tutor inductions.
- Maintaining rehearsal records to audit tutor invoices.
- Maintaining sheet music for class and extra-curricular ensembles including scanning, photocopying, storage and ordering new music.
- Keeping CCLI records up to date, maintaining worship music files and reporting copyright.
- Ordering new equipment and organising maintenance of current equipment.
- Maintaining music inventory.
- Enhancing and maintaining the visual appeal of the Music Suite and tutor rooms.
- Overseeing and utilising music software platforms including Soundtrap, Auralia, Musition, Noteflight and Studio One.
- Any other reasonable duties as directed by the Line Manager or Principal.

## Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Strong written and verbal communication skills, including the ability to effectively communicate with families, tutors, external parties and other Emmaus staff members.
- Demonstrated administrative and organisational skills.
- Strong attention to detail.
- Demonstrated experience in events logistics and administration would be an advantage.
- Prior working knowledge of the relevant music software platforms would be an advantage.
- Current satisfactory Working With Children Check.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Submitting Your Application

**Closing Date:** 9:00am, Monday 15<sup>th</sup> January 2024

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website [emmauscc.sa.edu.au/about/employment](http://emmauscc.sa.edu.au/about/employment)



Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your application, please state the Job ID 231201.

For further information, please contact Human Resources on (08) 8292 3888 or [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)