



*John Purchase Public School
Parents & Citizens Association
“Participate and Communicate”*

JOB DESCRIPTION

JOB TITLE: John Purchase Public School Band Coordinator

JOB TYPE: Casual

LOCATION: John Purchase Public School

SUPERVISOR/MANAGER: John Purchase Public School Parents and Citizens Association Band Sub Committee, John Purchase Public School Parents and Citizens Association Executive

MAIN DUTIES/RESPONSIBILITIES:

The JPPS Band Coordinator is the primary contact to the JPPS community for the band program that encompasses JPPS Training Band and JPPS concert Band. The JPPS Band Coordinator is responsible for arranging all band events, performances, workshops and rehearsals. The Band Coordinator coordinates band students and parent volunteers, supervises section leaders and assistants, and liaises with school and Band Conductor to organise music, instruments and schedule events.

1. Coordinate and maintain a network of volunteers from our school community to assist with the provision of a quality school band, including:
 - a. Volunteers are clear about tasks needing to be undertaken
2. Provide ongoing leadership to both training and concert band students and volunteers through demonstration and supervision;
3. Ensuring that band adheres to all relevant Association rules as well as State and Federal laws that may apply;
4. Ensuring that band adheres to schools duty of care requirements including safety, security, transportation, housing, and meals are adequately met at all events.
5. Organisation of all band activities including band rehearsals, eisteddfods, excursions, band workshops and the annual band weekend (Checklists available)
6. Helps to assure the effective operation of the concert Band and training Band by organising and coordinating students, volunteers, and supervising section leaders and assistants.
7. Helps to assure the effective management of the concert Band and training Band by organising and distributing music library (music folders, music filing, AMCOS stamp), **subject to appropriate copyright licences and permissions** Music instrument lifecycle (from acquisition to retirement) and uniforms. *This includes working with school administrative personnel to ensure that the management of musical instruments complies with DoE equipment management procedures.*
8. Organise re-enrolment and new enrolments (I.e. My School Music team), Identify and fill band leader positions;

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9. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
10. Liaising with Band Conductor when organising events, rehearsals, band positions, instrument needs, and liaising with school when arranging dates including workshop, weekend, assembly performances, competitions, information evening and end of year concert;
11. Helps to ensure the success of the band by communicating with the JPPS community (School, Volunteers, Parents, Students, JPPS P&C) to notify on all matters pertaining to the band (events, rehearsals, needs) as needed and performing all other duties assigned.
12. Liaise with the Band treasurer from the Band subcommittee on all treasury/finance matters including the Band Budget, Fees, Payments, and Instrument purchases.

SKILLS & EXPERIENCE

Qualifications:

- Current Working With Children Check.
- Anaphylaxis (online course can be organised).
- First Aid Certificate is an advantage.

Experience:

- A background in music with a sound grasp of the fundamentals is advantageous.

Skills:

- Computer literacy and general office skills are required.
- Proven ability to work with and manage a team of volunteer staff, including attraction and recruitment of volunteers;
- Excellent communication skills both oral and written, including the ability to work positively with children of all ages;
- Demonstrated personal integrity (the position entails handling sums of cash);
- Excellent time management and organisational skills, to enable the coordination of volunteers, event planning, reporting, and forward planning;
- Demonstrated ability to work well under pressure without getting flustered and to prioritise and delegate tasks as required;
- The ability to demonstrate compassion and empathy for people in need e.g. parents who may be under financial strain;
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

PERFORMANCE GOALS:

- Ensure Band complies with Schools Duty of Care to its students
- Deal with students, parents and JPPS staff professionally at all times.
- Ensure Band students and volunteers observe and conform to WH&S requirements.

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