



Position Description

Position Details

Position Title	Music/Drama Administration Officer
Department/s	Music Department and Drama Department
Reporting to	Head of Music and Drama Coordinator
Key Liaisons	Head of Music, Drama Coordinator, Music/instrumental teachers & Music students
Employment Type	Full time, term time, 38 hours per week
Pay Classification	Queensland Anglican Schools Enterprise Agreement 2018 (EA) School Officer Award Level 3
Last Review Date	November 2021

Our School

Hillbrook is a co-educational school of 810 students from Years 7 - 12, established in 1987. The School is growing in size over the next 4 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment. Students are encouraged to engage in a range of pursuits to achieve a balance between the academic, creative, physical and spiritual aspects of their lives.

The School actively encourages and supports staff in furthering their own professional development. Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All employees need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Music Administration Officer provides administrative and organisational support to the Head of Music, music/instrumental teachers and music students to ensure the smooth and efficient functioning of the School's Music Department. This role also assists the Drama Coordinator with event planning as required.

Key Responsibilities

Specific duties performed include, but are not limited to:

- Administrative support to Head of Music in relation to classroom music, co-curricular music, bi-annual musical and the Hillbrook chorale.
- Be present at the music reception for the majority of the day.
- First point of contact by phone and email for staff, parents and students.
- Email and phone communication with staff, parents and students in relation to music concerts, camps, and other events.
- Maintain online lesson schedule for co-curricular music.
- Organise and maintain the room booking schedule for all rehearsal spaces, practice rooms and classrooms.
- Monitor teacher absences and inform relevant staff and students.
- Prepare fortnightly instrumental music teacher rolls for payroll purposes.
- Assist and organise the purchase of sheet music, music accessories and new instruments as required.
- Maintain database of sheet music, including collating and filing of all instrumental and choral music.
- Responsible for the issue and collection of music folders and print music for extracurricular groups.
- Responsible for instrumental storage and the issuing of school musical instruments through the School's Library Management System (LMS), Oliver.
- Ensure musical instruments are repaired and serviced as required. This includes organising transport of musical instruments for repairs and services.
- Responsible for stocktaking of school instruments and equipment.
- Assist with supervision of music students in the Performing Arts Centre as required.
- Assist with the organisation of the annual music camp and music concerts, including preparation of programs for performances.
- Assist the Drama department with bus and transport bookings as required.
- Maintain extra-curricular groups in TASS for Parent Lounge and Humanitix events, including for Drama department events.
- Be willing and available to assist with commitments outside of ordinary hours on occasion (such as school music concerts and camp). Arrange for photos to be taken at school music events.
- Communicate with the Finance team in relation to annual music billing and music credits each term. Maintain TASS rolls for billing/reporting purposes.



Competencies/ Selection Criteria

1. Qualifications and Experience

- Excellent computer skills, including the ability to work with the Microsoft Office Suite (in particular, Word and Excel).
- Experience in TASS and cataloguing instruments and instrumental resources using the School's Library Management System, Oliver, desirable.
- Experience in an educational environment desirable, with experience in administrative roles.

2. Knowledge, Skills and Competencies

- The ability to work in a flexible manner, due to the frequency of ad hoc requests.
- The ability to organise, prioritise and time-manage where there may be multiple competing tasks.
- The ability to work productively, even without direct supervision.
- The ability to effectively liaise with staff, departments and industry in an articulate, pleasant and professional manner.
- Possess positive and friendly interpersonal skills.
- Commitment to support the safety and wellbeing of children and the protection of children from harm in accordance with Hillbrook policies.
- Possession of or eligibility for a 'Working with Children' suitability card.
- Maintain respect for confidential student and teacher information.

Conditions, Entitlements and Benefits

- This position is full time (38 hours per week), term time (approximately 39 weeks per year), commencing 17 January 2022. Additional hours after school and on weekends for music concerts will be required.
- Annual leave accrues at 20 days per annum and includes a summer holiday leave loading.
- Personal leave accrues at 10 days per annum.
- Long Service Leave accrues at the rate of 1.3 weeks for each completed year of service with entitlements accessible after 7 years continuous service.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.



Application Process

The closing date for applications is **Wednesday 17 November 2021**.

In your application, you should include:

- Resume - highlighting experience relevant to the position.
- Why you believe that you are qualified for this position.

All applications should be addressed to the Chief Financial Officer and emailed to:

positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position. After the closing date, short-listed applicants will be contacted by the School, in order that an interview can be arranged. Only short-listed applicants will be contacted.