

Position Title:	Music Coordinator
Award / Level:	LGA Level 5
Department:	Penrith Conservatorium, Joan Sutherland Performing Arts Centre
Type:	Part Time – regular roster to include Thursday afternoon and evening, Fridays, Youth Orchestra Sundays and other evenings and weekends as required by program delivery with standard business hours worked during school holidays.

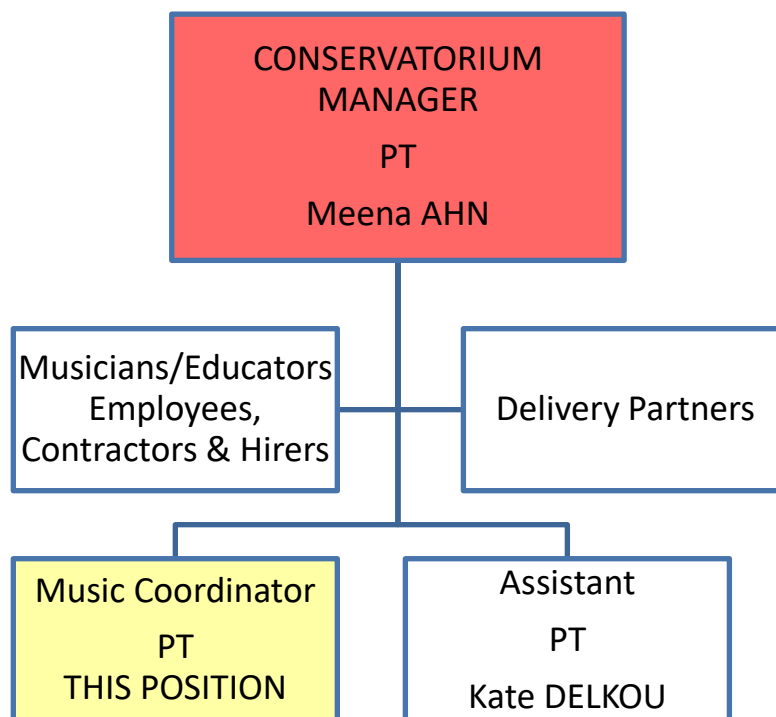
Position Purpose

The Music Coordinator plays a vital role in supporting and developing music education at the Joan Sutherland Performing Arts Centre (The Joan) and in supporting and developing new music engagement activities across genres.

Working as part of the Penrith Conservatorium of Music (Conservatorium) team, the Music Coordinator implements and supports music education programs with a focus on the Penrith Youth Orchestra (delivered in partnership with Penrith Symphony Orchestra and the Australian Chamber Orchestra) and ensembles. The Music Coordinator will develop, manage, implement and support the PYO Program and other music education programs with an aim to increase access to, and understanding of, music performance and career pathways whilst also enabling the highest level of visitor experience for all teachers, students, parents and partner organisations.

The Music Coordinator will also assist in supporting links to of a range of music programming and engagement strategies via the Conservatorium, community, commercial and entrepreneurial programs.

Department Structure



NB: All shaded Key Result Areas are compulsory for every Position Description

Key Result Areas

1. Planning and programming

Major Actions

- Implement and support education programs in music that also increase access to, and understanding of, music education with a focus on the Penrith Youth Orchestra program
- Deliver a range of music and community engagement strategies through music education and performance programs which meaningfully integrate music performance, presentation, education and community programs
- Implement strategies for ongoing growth in PYO, ensemble and group music education programs
- Support programming and education partnerships as required

Performance Measures

- Clear Conservatorium documentation, communication and plans in place
- Clear and timely PYO program documentation, communication and plans enacted
- Site activation and music opportunities for local young people increased
- A robust and sustainable PYO program implemented

2. Management and production

Major Actions

- Support and facilitate programming connections and regular internal communication to ensure efficiency and success of music education programs
- Work closely with Ticketing and Venue Services staff to ensure ongoing accuracy and efficiency of Conservatorium booking, invoicing and tutor involvement and events and successful production and delivery of all PYO workshops and concerts
- Ensure that WHS, WWC and PLI requirements are continually met and recommend improvements as necessary
- Develop and maintain records on PYO and Conservatorium; support research opportunities and increase documentation and visibility of PYO and Conservatorium programs
- Support tutors in delivering regular student concerts; and support all program partnerships and public performance delivery (e.g. Penrith Youth Orchestra, Club Weld)

Performance Measures

- Increased internal knowledge of and commitment to Conservatorium programs including PYO
- Continued efficiencies in managing Conservatorium operations including PYO
- Safe and secure operations of Conservatorium and PYO with low levels of incidents and ongoing successful risk management strategies
- Improved documentation and cohesive record keeping and reporting
- Successful student concerts, ensemble program delivery and partnership program implementation

Key Result Areas

3. Communications and marketing

Major Actions

- Under direction of the Conservatorium Manager and with the support of the marketing team implement a communications strategy that will:
 - Provide an opportunity to showcase student and program success
 - Maintain regular contact between parents, students, tutors and partners
 - Articulate Penrith Conservatorium (particularly the PYO) programs' centrality to The Joan
 - Provide opportunity for both formal and informal catch ups
 - Maximise linkages between the PYO program, Joan Music Program and broader Conservatorium offer including implementation of audience development strategies

Performance Measures

- All PYO program and Conservatorium queries are responded to within 48 hours of receipt
- All program query responses are clear, concise and accurate
- Conservatorium Manager's advice is sought before PYO partners are contacted in relation to parent, tutor and student queries
- All communication deadlines agreed between partners are met and Conservatorium Manager is advised immediately if this is unlikely to occur
- Increased sense of PYO and Conservatorium as successful music education programs
- Greater music education exposure within mainstream Joan communications
- Growth in Conservatorium numbers and participation and awareness of students and program success

4. Customer Service

Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery

Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

Key Result Areas

5. Corporate Governance and Effective Work Practices

Major Tasks

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti- discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti-discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to within reason
- Training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System

Individuals with NO Staff reporting to them

6. Work Health and Safety (WHS)

Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Demonstrated understanding of music education pedagogy from community music through to professional standard practice including a knowledge of orchestral practices
- Experience in program implementation and project coordination; and
- Current Working With Children Check (or ability to acquire)

Desirable

- Current NSW and Australian Curriculum including major music examination standards and frameworks
- Current NSW Drivers Licence
- Understanding of community cultural development practices and performing arts programming

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Values and Behaviours

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals