Our Lady of Mercy College Parramatta

Role Description

Music Assistant

Our Lady of Mercy College Parramatta is a Christ-centred learning community established by the Sisters of Mercy in 1889. Founded on the Gospel of Jesus Christ, faithful to its Mercy tradition, OLMC is a Catholic Independent Girls’ School committed to excellence in education, respect for the dignity of each individual and the development of a strong sense of justice and social responsibility. The OLMC motto – Sub Tuum Praesidium – taken from a 3rd century hymn, places the school community under the protection of Mary, Mother of God.

Primary Responsibility:
Provides administrative support to the Mercy Music and Performance Academy and the College’s Music Department.

Reports to: Director of Music Performance

Supervises: No direct reports

Classification: Level 3 – as per the Support and Operational Staff (NSW Catholic Independent Schools) Multi-Enterprise Agreement [2015-2016]

Areas of Responsibility:
Duties as directed by the Principal or their delegate to whom the role reports include but are not limited to:

Mercy Music and Performance Academy
- Providing administrative support for the staff in the Academy including, but not limited to, managing emails, filing, recording and filing new resources, updating contact lists and assisting with the set-up and preparation for Music events (as per the attached Music Events Checklist)
- Undertaking any administrative preparation for upcoming performances including the preparation of programs.
- Liaising with peripatetic staff regarding updated Calendars and upcoming events
- Maintaining systems for liaising with Instrumental Students regarding class allocation and requirements
- Undertaking term stocktakes
- Ensuring that instrument storage areas and hired instruments are stored appropriately
- Recording and maintaining student instrument register and providing this to the College Finance Manager each term
- Preparing and maintaining sheet music for ensemble folders including the use of Music software (Sibelius)
- Setting up the large ensemble room including preparing orchestra set-ups and moving percussion instruments as required
- Liaising with ensemble directors with regard to updating attendance records
- Distributing merit awards to students for regular attendance at rehearsals and performances
- Preparing articles and notices for the Parragraph and Parramatters
- Mentor tech crew for whole school assemblies as required
- Other duties and responsibilities as required by the Principal or their delegate.
**OLMC Music Department:**
- Providing effective administrative support for the staff in the Music Department including but not limited to, managing emails, filing, recording and filing new resources and generating class lists.
- Undertaking term stocktakes and effectively managing storage of teaching resources and equipment.
- Preparing articles and notices for the Parragraph and Parramatters.

**All employees of OLMC Parramatta are required to:**
- Actively support the Catholic ethos of the school, the College’s mission statement and the Mercy values.
- Comply with the OLMC Parramatta Code of Conduct as well as any relevant legislative requirements and agree to align their professional conduct to these obligations.
- Undertake responsibilities relating to Emergency Management as required.
- Promote a positive safety culture in the school through compliance with relevant WHS legislative requirements, the College’s WHS policy and procedures, instructions and rules.
- Safeguard and promote the safety, welfare and wellbeing of children and young people.

**Supporting Documentation**
- Music Events Checklist

**Skills and Competencies:**
- Proficiency in music notation software (Sibelius)
- Ability to use sound production equipment
- Proficiency in Microsoft Office, Google Apps
- Communication skills
- Interpersonal skills
- Demonstrated initiative
- Organisational skills
- Teamwork

**Working Conditions:**
- 0.4FTE – hours of work to be negotiated. Work is generally required in school terms only with some work as negotiated in non-term time. Salary is averaged over the year.
- Conditions of employment as per the Support and Operational Staff (NSW Catholic Independent Schools) Multi-Enterprise Agreement [2015-2016]

I have received a copy of the Role Description and have read and understand its contents.

Employee Name: ..................................................................................................................

Employee Signature: ...........................................................................................................

Principal’s Signature: ..........................................................................................................

Date: …./…./....
Music Events Checklist

○ Term 1
  ○ Opening School Mass
  ○ Stage 6 Music Workshop
  ○ HSC Information Evening
  ○ Open Day

○ Term 2
  ○ Concert Series Excursion
  ○ Variety Night
  ○ Senior Citizens Concert
  ○ Mother/Daughter Mass
  ○ Studio Concerts

○ Term 3
  ○ HSC Trial Performance Examinations
  ○ Musical Evening
  ○ Year 12 Music Performance Evening
  ○ Year 9 Mass
  ○ Father/Daughter Mass
  ○ HSC Performance Examinations
  ○ Mercy Day
  ○ Year 12 Farewell

○ Term 4
  ○ Studio Concerts
  ○ Carols in the Chapel
  ○ Year 11 Mass
  ○ Year 8 Mass
  ○ Year 10 Mass
  ○ Awards Ceremony
  ○ Christmas Liturgy