Music Assistant
Position No: 2016/10 – Temporary Part-time (0.4FTE school terms only for 2016 school year)

Our Lady of Mercy College (OLMC) Parramatta, established in 1889, is an independent Catholic Girls School with an approximate enrolment of 900 students. The College has a rich history of Music education with a significant number of students involved in the instrumental program.

The College is now seeking an Assistant to join the Music Department. This is a temporary part time position working at the College during school terms (days and times of work to be negotiated with the successful applicant). This role provides a range of support services for the Director of Music Performance, Leader of Learning – Music, Music teaching staff and peripatetic tutors.

The successful candidate will have:
- qualifications and interest in Music
- proficiency in using music notation software (Sibelius)
- the ability to set up for an orchestra and move percussion instruments
- the ability to set up and use sound equipment
- experience using Microsoft Office
- excellent organisational skills
- effective communication and interpersonal skills
- the ability to work both independently but also as an effective team member
- the ability to support the Mercy Catholic ethos in this role
- a willingness to contribute to the co-curricular life of the College

Please note that the new Working with Children Check is a prerequisite for staff working in this role. The successful applicant will be required to provide a current Working with Children Check employee number prior to commencing employment with the College.

Please forward a brief covering letter and resume (including the names of 3 work related referees) by Friday 4 March 2016 via email to:

The Principal
Our Lady of Mercy College Parramatta
Recruitment@olmc.nsw.edu.au