



POSITION DESCRIPTION

1. POSITION DETAILS	
Position	Program Manager
Date Created	September 2013
2. POSITION CONTEXT	
Purpose of Position	<p>The Conservatorium promotes the study, practice, performance and knowledge of music and the performing arts in Tamworth and the region, contributing to the enhancement of the cultural life of the regional community by providing a centre for teaching, performance and appreciation of music. The Conservatorium aims to provide music education of the highest quality, producing students with high self-esteem and the confidence to achieve their goals.</p> <p>This position will provide a high level of management in the day-to-day operations of the Conservatorium in musical, educational and administrative capacities. This position will have a teaching load and will deputise for the Conservatorium Director in her absence. The incumbent is expected to support the Conservatorium's aims, policies and procedures.</p>
Reporting / Working Relationships	<ul style="list-style-type: none"> • This position reports to the Conservatorium Director • This position supervises teaching staff and works closely with the administration team.
Special Conditions	<ul style="list-style-type: none"> • Each employee must undertake a Working Children check • Weekend / after-hours work as required for events.
3. KEY RESPONSIBILITIES AND ACCOUNTABILITIES	
Key Responsibility:	<ul style="list-style-type: none"> • Provide high-level educational leadership to teachers regarding teaching, learning and assessment • Assist the Conservatorium Director in the development of curricula and assessment materials • Assist the Conservatorium Director to implement, evaluate and monitor formative and summative assessment strategies • Work with the Conservatorium Director to adopt strategies which will improve the quality of teaching and learning that occurs in classes, ensuring that all students make progress and are directed to the most appropriate ensemble/s • Manage the Conservatorium's music in schools program • Liaise closely with administrative staff to ensure the smooth running of Conservatorium internal and external performances. This includes attending events, programming, and undertaking an MC role when required

	<ul style="list-style-type: none"> • Liaise with the administrative staff to resolve issues around timetables, enrolment, and communication with parents • Assume a leadership role in recognising the need for continuous professional development and renewal of teaching strategies to respond to student learning styles, school and community needs • Co-ordinate individual and small groups from beginner through to advanced levels across a broad range of styles as required, ensuring that lessons are thoroughly prepared and designed to engage and challenge students in learning • Develop and direct ensembles across all levels • Understand and accommodate the learning needs of all students, including those with a disability or special learning need • Maintain accurate records of student attendance and assessments • Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes • Attend staff meetings and lead discussion where appropriate • Actively participate in professional learning activities in order to keep up to date professionally • Liaise with public schools and assist the Director in the development of professional learning courses for public school teachers • Assist the Director in leading Conservatorium-wide professional learning through the sharing of professional knowledge and practices with colleagues • Work safely and report any hazards in accordance with Conservatorium procedures • Actively support and promote Conservatorium policies and procedures • Carry out other duties as requested by the Conservatorium Director within the skills, competency and training of the individual.
Equal Employment Opportunity	<ul style="list-style-type: none"> • Observe principles and practices of Equal Employment Opportunities, ensuring students, staff and members of the public are treated in a fair and equitable manner.
OH&S	<ul style="list-style-type: none"> • Ensure a safe work environment is maintained at all times • Notify OH&S Manager of any OH&S issues.
Continuous Improvement	<ul style="list-style-type: none"> • Recognise the need for change and embrace new work approaches • Check accuracy and validity of information to minimise risks • Offer ideas and/or advice to help resolve situations or issues.

4. KEY SELECTION CRITERIA

Essential:	<ul style="list-style-type: none">• Tertiary qualifications in music and education• Demonstrated success in program development in a music education context including the ability to initiate, modify and co-ordinate new programs and to develop existing Early Childhood programs, as well as individual, group and ensemble tuition.• Demonstrated ability to work as a team member, to provide skilled and collaborative educational leadership, and to maintain a culture of respect and encouragement to TRCM staff and students• Demonstrated high-level organisational and administrative skills including a competent range of office and music notation software• High-level communication, negotiation and public relations skills including the ability to effectively engage with staff, students, parents, school personnel and other stakeholders• Demonstrated experience in the provision of instrumental tuition across a range of levels• Demonstrated conducting skills• Demonstrated capacity to perform publicly.• Current drivers licence.
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Desirable:	<ul style="list-style-type: none">• Keyboard accompaniment skills.
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5. Employment

	The position is a full- time three year fixed term appointment, commencing in term three 2017.
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