



**ALL SAINTS'
COLLEGE**



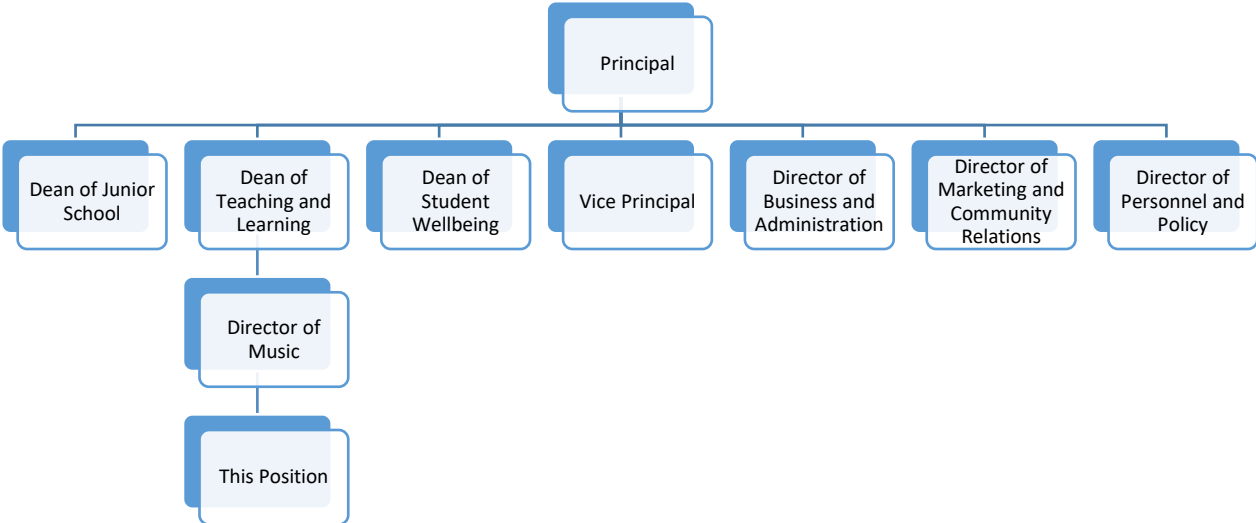
DUTY STATEMENT MUSIC INTERN (0.5 FTE: 22.5 hours / week in term time)

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Music Intern provides practical assistance to the Director of Music in the curricular and cocurricular Music program, and administrative assistance to the Music Administrator

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Music Intern will assist the Director of Music and Music staff authorised by the Director of Music to provide basic technical, administrative and general assistance to support various activities of the Music Department.

1. Curriculum Music Support

- (a) Provide assistance for:
 - i. performing and composing tasks (e.g. African drumming, keyboards, guitars, contemporary sound stage set-up and pack down).
 - ii. support the supervision of break-out work by students.
 - iii. recording of assessments (Year 10 and ATAR), preparation of worksheets.

2. Co-Curricular Music/ College events support

- (a) Assist in preparation and delivery of student performances (including assemblies, Liturgy and College events), ensemble rehearsals and sectionals, set-up and pack-down, stage management and stage moves, sound-checks and tech support, instrument and equipment care, student duty of care, run-sheets, concert programs, liaison with event stakeholders (e.g. Music staff, Community Relations, Friends of Music, CPA staff), College Production support, excursion support (preparation/staffing/duty of care), photography and video archive.

3. Music Admin Support

- (a) Assist with photocopying/printing of choir and ensemble music, score booklet production (for major concerts, Eisteddfods, camps etc.) preparation and display of tutor timetables and room allocations, assist with facilities bookings, instrument storage, general assistance to music admin staff.

4. General Support

- (a) Assist Music staff with care/maintenance/tidying of Music rooms and equipment, cataloguing and care of Music library.

5. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

6. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2020