



Ascham School



Music Administrator - Projects

Position Description

Music Administrator - Projects

Department: Music

Reports to: Head of Music

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment. The Music Department at Ascham delivers a rich, vibrant and inclusive program for P to 12 girls and engages hundreds of students in instrumental lessons, ensembles, and performances.

Job Description

This role ensures the smooth running of the Ascham Music Department, with a focus on projects relating to the digitisation of timetables and lesson scheduling software. As the first point of contact for Ascham Music, this role combines day-to-day operational responsibilities with project-based tasks, ensuring both continuity and innovation in departmental delivery. The role also requires the ability to temporarily step into the Music Administrator - Programs role should the need arise.

Core Job Role Accountabilities

Events – General Accountabilities – Collection of Data

- Arrange logistics for various music concerts, events and performances e.g. event programs, invitations, registrations, catering, parking and photography
- Coordinate student / staff travel and accommodation arrangements for music camps, tours and events
- Arrange excursions – venues, completed consent forms, student information (Plan Check Go), transport, first aid kits and billing
- Arrange incursions - venue bookings, parking, catering, photography, calendar information, completed consent forms, student billing, provider checks e.g. Working With Children numbers, and slide decks
- Assist with Orientation Days as required in consultation with Head of Music / Head of Junior School Music.

Events – Specific Projects

Fiona Music Camps

- Assist with rehearsal schedule in consultation with Head of Junior School Music
- Create student handbooks and send to print.

Administration and Team Support

- Monitor, respond and delegate emails received in Music inboxes
- Maintain departmental records, and ensure files on SharePoint are accurate, current and accessible
- Maintain an inventory of stationery supplies
- Assist with departmental projects and initiatives as required

Music Department Communications

- Create and update forms on the Ascham intranet (Hub) for internal and external submissions.
- Draft and publish Hub notices for parents and students as required
- Upload student lists and photo proofs for *Charivari* and other departmental publications.
- Ensure publication deadlines are met and content is accurate.

Music Department Scheduling and Reporting

- Source, organise and manage data to assist with timetabling and reporting requirements
- Upload lessons and student lists into Co-curricular Software.
- Create spreadsheets for musicianship, ensembles, and lessons
- Track submissions for new enrolments and registrations
- Follow up on absences for before and after school rehearsals and liaise with relevant staff and families to ensure accountability / continuity
- Prepare and distribute instrumental report forms for staff and students.

Mandatory requirements

- Proven experience in administrative support, and preferably within an educational or arts environment
- Experience in coordinating events, schedules or projects; and with multiple stakeholders
- Strong organisational and time-management skills, with the ability to prioritise tasks, manage competing demands and meet deadlines in a fast-paced environment
- High levels of accuracy and attention to detail
- Proven customer service skills, with the ability to respond to queries promptly and effectively
- Excellent written and verbal communication skills
- Collaborative and team-oriented, with the ability to build positive working relationships with staff, students, and parents
- Ability to act as an ambassador for the Music Department on orientation days and beyond
- Ability to support the music team with meetings, procurement and other tasks
- Expertise in using timetabling software and MS Office programs
- Ability to work effectively with spreadsheets and databases
- Flexibility, adaptability and resilience in handling changing priorities and exam schedules
- A proactive approach to finding solutions and commitment to continuous improvement
- A strong work ethic, including punctuality, reliability, confidentiality and dedication to tasks
- Commitment to supporting the values of the school and the role of music in education
- A current First Aid and CPR Certificate
- A valid Working with Children clearance.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	