



Ursula Frayne Catholic College

Director of Music

ROLE

The Director of Music assumes responsibility for the promotion, organisation and implementation of all aspects of the music program in the College and its impact on the wider community. The Director of Music is accountable to the Learning Area Co-ordinator for The Arts.

DUTIES

1. To exert leadership in the development of curriculum, methods and growth of the Department of Music within the College. This will be done in consultation with the Head of Middle School and the Head of Senior School.
2. To be the official College representative for the Department of Music.
3. In consultation with the Learning Area Co-ordinator for The Arts, to manage all budgets relating to the Department of Music.
4. To actively seek opportunities to promote the Department of Music through the College Newsletter, College Annual, Annual Executive Report, Daily Bulletins, local newspaper, external and internal performances and any other relevant source.
5. To co-ordinate peripatetic music teachers and, in consultation with the Accounts Department and the Business Manager, arrange the invoicing and collection of all fees associated with instrumental lessons.
6. To organise the weekly timetable for instrumental lessons at the College and to follow up concerns relating to the Instrumental Program.
7. To oversee the purchase, hiring and maintenance of instruments required for the Instrumental Program. This will be done in consultation with the Business Manager and the co-ordinator of Band Studies at the College.
8. To co-ordinate, organise and prepare the various College music ensembles for performances at College Masses, College Arts Expo, Catholic Schools' Performing Arts Festival, Eisteddfods, Awards Night, Year Twelve Graduation Liturgy, Open Day and other functions as requested.
9. To ensure that the College Choir and College Concert Band rehearse on a weekly basis. Other ensemble rehearsals will be at the discretion of the Director of Music and will be determined by relevance and need.
10. To act as the College representative for the Catholic Schools' Performing Arts Festival and to co-ordinate the entry of students into the Festival.
11. To co-ordinate the nomination and entry of students in other relevant events and competitions if deemed advantageous to students and/or the College.
12. To be the Assistant Director and Musical Director of the College Musical production and to oversee the organisation of all musical aspects and legal requirements relating to the presentation of the musical. The Director of Music will be a member of the Executive Management Team for the College Musical production.
13. To liaise with the co-ordinator of the Music Program on the Balmoral Street Campus of the College.
14. To undertake other duties as requested by the Principal.