



ASSISTANT DIRECTOR JOB DESCRIPTION

Position	Assistant Director
Tenure	Permanent Casual part-time contract
Responsible to	Saturday Music Supervisory Committee Saturday Music Director

Purpose of the position

The Assistant Director position involves collaborating with the Director in the organization, including management and oversight of the Saturday Music instrumental curriculum and instrument supply. Saturday Music currently has approximately 18 instrumental tutors and 425 students.

Key Roles

This position comprises three key roles:

- Co-Administrator
- Curriculum Supervisor
- Instrument Manager

Administrative Support

The Administrative Support role directly assists the Director with administrative duties.

1. Co-Administrator Responsibilities

- Be on-site at Palmerston North Intermediate Normal School (PNINS) on teaching Saturdays to unlock the buildings / classrooms and then to lock up; to generally manage the security of the buildings and classrooms.
- Provide the tutors with any equipment they require for the teaching of their lessons.
- Be available at the front desk to assist with enquiries from students, parents/caregivers and tutors, update the database and to accept receipts.
- Liaise with the Director regarding funding requests.
- Assist the Director with the organization and running of the final enrolment day, the Open Day, and the End-of-Year concerts.
- Assist the Director in the preparation of the annual handbook
- Be responsible for the signage of the classrooms.
- Deputize for the Director as required.

2. Personnel Responsibilities

- Assist the Director with the interviews and appointments of new tutors.
- Assist the tutors with any queries and offer practical help where required.

3. Communications Responsibilities

- Liaise with parents / caregivers regarding enquiries.
- Attend the tutor meetings each term and take the Minutes.
- Attend all meetings of the Supervisory Committee and provide a written report on current activities and issues prior to each meeting.

4. Other Responsibilities

- Any other duties as may be required from time to time.

Curriculum Supervisor

The Curriculum Supervisor role involves managing and overseeing the teaching programmes offered at Saturday Music.

1. Administration Responsibilities

- Provide the tutors with the necessary tutor books.
- Provide the tutors with any equipment / resources they require for the teaching of their lessons.
- Manage the 'in-house' professional development system of the tutors.
- Organise professional development sessions for the tutors.
- Manage the tutor appraisal system.
- Advise the tutors of any professional development sessions outside of Saturday Music.
- Assist tutors with any issues they may have with students / parents / caregivers.
- Organise the collection, proof-reading and distribution of the student progress reports.
- Assess the content of the end-of-year concert for timing and suitability.
- Update the tutor handbook and lesson handbook each year.

2. Personnel Responsibilities

- Assist the tutors with any queries and offer practical help and advice where required.

3. Communications Responsibilities

- Liaise with the Director on a regular basis regarding Curriculum Supervision matters.
- Visit each tutor as part of the 'in-house' professional development/ appraisal system and discuss any relevant issues with him / her.

4. Other Responsibilities

- Any other duties as may be required from time to time.

Instrument Manager

The Instrument Manager role involves the administration and maintenance of the hired instruments on behalf of the Manawatu Music-for-Youth Trust which owns the instruments.

1. Administration Responsibilities

- Maintain a database of all instruments available for hire.
- Manage the hireage and return system of the instruments.
- Take receipt of hireage fees.

- Manage the ongoing maintenance of the instruments.
- Ensure the availability of accessories for the instruments.
- Ensure the security of the instruments while in storage at PNINS or off-site.

2. Communications Responsibilities

- Liaise with parents /caregivers regarding enquiries about hired instruments.
- Liaise with the Director regarding instrument matters.
- Liaise with tutors and parents /caregivers regarding instrument maintenance.
- Liaise with the Manawatu Music-for-Youth Trust (MMYT) regarding maintenance of instruments and requests for new instruments.
- Liaise with the MMYT regarding funding requests.
- Liaise with music retailers regarding purchase and maintenance of instruments.

3. Other Responsibilities

- Actively look for professional development in instrument maintenance
- Any other duties as may be required from time to time.

Person specifications Assistant Director

Qualifications

- A teaching qualification, education-related papers or other professional music body qualifications (eg. IRMT) would be ideal.
- A recognized instrumental qualification or equivalent experience.

Knowledge/ Experience

- Administrative skill
- Experience in managing an office and staff
- Experience with computer applications – word processing, spreadsheets, databases
- Knowledge of age-appropriate instrumental and music learning skills
- Knowledge of different instruments
- Knowledge of orchestral instrument maintenance desirable

Personal attributes

- Ability to establish positive, constructive working relationships with instrument tutors, students and parents/ caregivers.
- A clear and effective communicator both orally and in writing.
- Able to deal efficiently with administrative systems.
- Demonstrates initiative.
- Able to problem-solve.
- Skills in conflict resolution.
- Able to maintain a high standard of professional conduct.