



Role Description

Performance Director (Music)

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Responsible to:

Principal / Deputy Principal

Functional Relationships with:

Senior Leadership Team, Support Staff, Operations Manager, Music HOD and Teachers, Itinerant Teachers, Conductors and Musical Directors, Business Manager, Students, Student Leaders, Parents, Community Music Organisations, Competition Providers, Event Coordinators.

Hours of Work:

0.5 FTE

It is possible to combine this position with up to 0.5 FTE teaching load for the right applicant (state subject, music teaching background useful).

This position requires significant involvement outside normal school hours, including rehearsals, performances, competitions, concerts, camps, tours, and school events.

Objectives

- Provide effective and efficient leadership, administration, and management of the College's music co-curricular performance programme.
- Maintain and further develop a successful and thriving music culture across Years 7-13.
- Foster excellence in performance while providing opportunities for participation and growth for students at all levels.
- Establish, build, and maintain positive relationships between staff, students, parents, tutors, and the wider music community.
- Develop pathways and opportunities that encourage continuity and progression within the music co-curricular programme.
- Support the development of student leadership within music performance groups.
- Promote high standards of behaviour, attendance, commitment, and presentation, ensuring students represent Sancta Maria College positively at all rehearsals, performances, competitions, and community events.
- Work in the best interests of the College while promoting its values and reputation through music excellence.

Person Specification

The successful applicant will demonstrate:

- Experience in leading and managing successful music performance programmes.



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- A strong understanding of secondary school music education and co-curricular performance programmes.
- Passion for music performance and the ability to nurture and develop student talent.
- Experience working with a range of music groups, for example, choral, jazz, orchestral, and/or contemporary music ensembles.
- Experience preparing students for competitions, festivals, and high-performance opportunities.
- Outstanding organisational, administrative, and budgeting skills.
- Strong project management skills, including the ability to plan and calendar events and bookings well in advance.
- Excellent verbal and written communication skills.
- Effective people-management skills and the ability to lead, support, and develop tutors, conductors, and student leaders in the area of co-curricular music performance.
- Demonstrated ability to develop and grow student leadership.
- An understanding of the balance required between academic and co-curricular commitments and sensitivity to students being withdrawn from class activities.
- Strong attention to detail and the ability to manage multiple priorities simultaneously.
- Vision, initiative, and strategic thinking to further enhance the music programme.
- Technical expertise relevant to music performance, rehearsal, and event management.
- Excellent interpersonal skills and the ability to build positive relationships with students, parents, staff, and external stakeholders.
- Competency with online systems. For example, being able to use/learn to use Microsoft Office and school management systems (KAMAR; School Bridge).
- Ability to work effectively in a demanding environment while adhering to College policies and procedures.
- Ability to work both independently and collaboratively as a member of a team.
- Ability to manage student conduct in accordance with College expectations, values, and policies.
- Commitment to maintaining high standards of presentation and ensuring students meet uniform and performance dress requirements at rehearsals, competitions, tours, and public performances.
- Professional appearance and manner.
- Demonstrated understanding of and commitment to supporting, promoting, and upholding the Special Character, vision, values, and Catholic ethos of Sancta Maria College.



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- Commitment to promoting and supporting the values and reputation of Sancta Maria College.
 - Willingness and capability to direct and/or conduct one or more performance groups to a high standard.
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Key Tasks

Lead and manage the College's Music Co-curricular Performance Programme by effectively providing highly skilled:

1. Leadership

- Provide strategic direction for the music performance programme across Years 7-13.
- Develop a vision for sustained growth, participation, and excellence.
- Build clear pathways for student development and succession within music ensemble programmes.
- Foster a culture of high expectations, commitment, and musical excellence.
- Promote and maintain high standards of behaviour, attendance, punctuality, and commitment across all music performance groups.
- Develop a culture of professionalism, respect, accountability, and pride among student performers and student leaders.

2. Administration

- Manage the annual music performance calendar.
- Coordinate rehearsals, competitions, concerts, festivals, tours, workshops, and camps.
- Maintain accurate records, budgets, and programme documentation.
- Ensure all logistical arrangements are effectively planned and communicated in a timely manner, including EOTC documentation.
- Coordinate venue bookings, transport, registrations, equipment requirements, and performance schedules.

3. Communication and Leadership

- Communicate effectively with students, staff, parents, tutors, and community partners.
- Promote clear expectations regarding rehearsals, performances, and events.
- Liaise with teaching staff regarding student participation and academic commitments.
- Ensure timely communication regarding schedules, performance requirements, behavioural expectations, and uniform requirements.



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- Monitor student participation, attendance, conduct, and engagement within music performance activities.
- Address behavioural concerns promptly and work with students, staff, and families to ensure expectations are met.
- Ensure students adhere to College uniform and performance dress standards at all rehearsals, performances, competitions, tours, and public events.
- Establish and communicate clear expectations regarding conduct, presentation, and representation of the College when participating in music-related activities.

6. Public Relations

- Work with the Marketing Co-ordinator to promote the achievements of music groups within the College and wider community.
- Represent the College professionally at performances, competitions, and community events.
- Enhance the profile and reputation of the music programme.
- Ensure students are positive ambassadors for Sancta Maria College at all events and engagements.

7. Community Involvement

- Develop and maintain positive relationships with music organisations, competition providers, alumni, and community groups.
- Create opportunities for students to engage with the wider music community.
- Foster meaningful partnerships that support programme growth.
- Encourage participation in community performances and outreach opportunities where appropriate.

8. Promotion of Music

- Promote participation in music performance programmes across all year levels.
- Showcase student achievement through performances, concerts, recordings, and media opportunities.
- Support recruitment and retention within the College's music programme.
- Celebrate and publicise student and ensemble successes within the College and wider community.