

# Position Description

## Coordinator of Musical Performance

THE KING DAVID SCHOOL



### **GENERAL**

The role of Coordinator of Musical Performance is to establish a strong profile of Music across the whole School by integrating musical performances throughout school life via ensembles, choirs, instrumental music and a thriving co-curricular music program. The role is responsible for developing and managing a program that is outstanding and that enables The King David School to position itself as a leading school for the teaching and learning of Music.

### **ACCOUNTABILITY**

The position will be accountable and directly responsible to the Head of Performing Arts.

The Coordinator is required to support the ethos of the School, both through participation in a range of School events, as well as in the nature and style of musical events produced.

### **SPECIFIC RESPONSIBILITIES**

These include but are not limited to:

#### **1. Concerts and Events**

Designing, delivering and reviewing a whole-school calendar of events and shows including (but not limited to) instrumental soirees, year level assessment soirees, a major school concert (featuring all ensembles from P-VCE) and Musical Productions. School events may include (but are not limited to) alumni reunions, assemblies, fetes, Foundation events, Presentation Evening, community events, etc.

#### **2. Ensemble Program**

The core curricular activity that enables most music programs is the Ensemble Program that requires yearly review to establish a workable calendar of ensembles and a school-wide rehearsal schedule. Duties include:

- Involvement in the planning, rehearsal and execution of school events with music content
- Frequent visits to ensemble rehearsals to assist Instrumental Music Instructors (IMIs), encourage students and to maintain best-practice pedagogical approaches
- Ensuring appropriate differentiation so that all students have the opportunity to participate in a grouping which affords both challenge and opportunity for success
- Consulting with Community Relations office re public events involving performances by students, alumni and other professional musicians
- Establishing and monitoring rolls for all ensembles, checking attendance and following up non-attendees (students and parents) as required

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### 3. Instrumental Music Program

- Oversee the Instrumental Program and hiring of Instrumental Music Teachers (IMIs)
- Conduct interviews with new staff, arrange selection panels and students to participate in demonstration lessons
- Provide practical and artistic leadership and mentoring to the instrumental team
- Provide incidental and formal PD opportunities for the instrumental team
- Manage the reporting process for the Instrumental Music subject - setting reporting dates, designing appropriate reporting protocols, collating feedback from assessment soirees, proof-reading reports
- Be highly responsive to parents' concerns about all aspects of their children's instrumental music experience including progress, relationships with tutors, instrument selection, classroom pathways and public performance opportunities within and beyond KDS
- Regular peer observation of instrumental lessons (PDPR) and the promotion of examples of highly effective practice within the department.

### 4. Soirees

Soirees are a major focus of the Music Department. Their management includes:

- Allocation of dates and times in response to projected performer and audience numbers
- Clear and timely communication of expectations and practical matters to parents and audience
- Setting up, collecting and distributing assessment documentation which feeds back into reporting
- Scheduling accompanists and rehearsals for soirees, compiling sheet music for this process
- Maintaining and running order of these events in response to complex student and parent needs, acting as mc at all soirees
- Allocating staffing to act as assessment panels
- Arranging catch-up recitals or lesson visitations to complete reporting
- Rescheduling as necessary to accommodate parent concerns, student illness and intra-school timetabling conflicts

### 5. Jewish Music

- Increase emphasis on Jewish music throughout musical programming
- Liaise with Director of Jewish Life & Learning to source, arrange, rehearse and perform music for special assemblies and events including Yom HaZikaron, Yom HaShoah, Yom Haatzmaut.
- Liaise with external organisations such as the JCCV and ZCV to ensure KDS choirs and ensembles are represented at communal events.
- Ensure the Performing Arts calendar complies with the restrictions of the Jewish calendar (e.g. sefira, the three weeks/nine days etc.

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## 6. Musicals

Duties include:

- Assist in the research and presentation of shortlists of shows to Leadership
- Source appropriate orchestral materials
- Scanning and orchestral preparation for a mixed staff/student ensemble
- Hiring and managing a largely professional orchestra for musicals
- Transcribing and transposing musical numbers to match individual students' capabilities and the limitations of student instrumentalists
- Taking the role of conductor and the detailed score preparation and rehearsal planning this entails
- Timetabling and staffing vocal teachers and accompanists
- Liaising with leadership on the formation of a rehearsal schedule
- Assisting in auditions and call backs as required

## 7. Assemblies

- Accompanying the school song and anthems at every school assembly
- Accompanying students at assemblies as required
- Maintaining a roster of student performers for the assemblies and assisting students at rehearsal; ensure Arts Manager has set up equipment in a timely manner

## ADMINISTRATION

1. Assist the Head of Performing Arts in developing a calendar of events that publicises and promotes Music within the student and parent bodies, and raises the profile of Music
2. Assist the Head of Performing Arts in developing the Music budget by providing estimates of requisites and resources required for the coming year.
3. Ensure the safe and correct use and storage of equipment and materials. Oversee a yearly inventory of equipment and materials by the Arts Manager for the purposes of developing the budget proposal
4. Advise and consult with the instrumental and ensemble team on the purchase of sheet music
5. Ensure the Arts Manager orders, stamps and files sheet music resources for individual students and ensembles
6. Scan, transpose and rearrange music to adapt it for specific groupings as required for differentiated learning

## KEY PERFORMANCE INDICATORS

<b>KPI 1</b>	Evidence of a robust co-curricular program of music performances and school productions.
<b>KPI 2</b>	Increased infusion of Jewish music in musical performances
<b>KPI 3</b>	Strong and consistent showcasing of music students within school events

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