

**Waikato Community School of Music
School Manager Role
January 2023**

Overview

The Waikato Community School of Music is a non-profit organization which provides high quality and affordable music tuition on Saturday mornings. The school caters for children and adults, who enjoy a mix of learning and performance opportunities. The programme includes instrumental lessons, free music theory classes, and opportunities for playing in bands, orchestras, and other ensembles.

Scope

The organisation is seeking a School Manager who will be responsible for the processes and logistical management of the Waikato Community School of Music in areas including, but not limited to:

- Tutor contracts and onboarding;
- Payroll, monthly/annual account management;
- Coordination of systems for enrolment and class management;
- Communicate with WCSM community on operational matters relating to classes;;
- Hiring processes of instruments;
- Management and oversight of classroom spaces as per MoE and H&S requirements;
- Secretary for Board meetings and provide updates to Board on enrolments and other relevant logistical matters;
- Liaise with relevant personnel to assist in the development and dissemination of marketing and promotional materials (e.g. website, social media, events).

Role Structure

The role is offered as an annual fixed term contract for an average of 12.5 hours across the year (48 weeks p.a.). The weekly hours may vary as per the needs of the job; they are often concentrated during the school terms (32 weeks p.a.) and prior to the year/term commencing. When classes are running, the School Manager will need to work approximately 8 hours each Saturday morning. The total hours of the contract will be reviewed in the middle of the year. Hourly pay will be between \$30-38 depending on experience and skills.

Candidate Attributes

Must

- Be organised and with an excellent eye for detail in written and numerical contexts;
- Have experience working with relevant workplace software and technology including spreadsheet-specific programmes;
- Have an aptitude for using and coordinating workplace and office systems;
- Have strong communicative and collaborative abilities to work alongside the School Director and Administrative Assistant, and to engage with a range of stakeholders (parents, students, tutors, trustees).

Ideally

- Have experience working with accounting and other administrative systems (Xero);
- Have experience within a general music or education context;
- Have an understanding of other musical organisations and/or networks and/or grant funders across the Waikato region.

Expressions of Interest

Expressions of interest should be sent to Ann Shafer, WCSM School Manager: admin@wcm.ac.nz. Please include a short CV that outlines your relevant professional experience for this position.

For any questions about the role, please contact Nick Braae, WCSM Board Chairperson: braae.nick@gmail.com.