



JOB DESCRIPTION

Date	May 2026
Position Title	Music Administration Assistant
Reports to	Director of Music

Summary

The Music Administration Assistant provides highly professional administrative and communications support to the Director of Music and Music Department. As a member of the team, this role contributes to the effective management and coordination of the Hale School Music program, ensuring exceptional standards in organisation, processes, and presentation. The position also supports the Music teaching staff in promoting a vibrant and positive culture of Music Education, while working collaboratively with various school departments to provide proactive, efficient, and high-quality support.

Duties and Responsibilities:

Music Events

Support the coordination and delivery of Hale School Music events by:

- Maintaining accurate event data (dates, schedules, ensemble lists) in SOCS and Synergetic, resolving clashes and updating changes throughout the year.
- Preparing and distributing event communications, including rehearsal schedules and correspondence to staff, students, and parents.
- Responding to and resolving parent enquiries relating to Music events.
- Providing the Events team with accurate information for ticketing and Front of House and assisting with Hale School Box Office operations.
- Submitting function and catering requests, and liaising with Events, Venues and Technical teams to coordinate resources and technical support.
- Coordinating logistics for off-campus events and liaising with external venues.
- Supplying content to the Community Relations Department for promotional materials, including posters, programs, and communications.
- Producing and distributing the Weekly Ensemble Rehearsal Schedule in collaboration with music staff.
- Coordinating room bookings and usage within the Music and Drama Centre in consultation with staff and the Venues Manager.
- Processing invoices and purchase orders and coordinating concert photography and distribution of images as required.

Garland Music Festival

Coordinate and deliver the Garland Music Festival (eisteddfod) by:

- Preparing and communicating festival information, entry requirements, and key dates to instrumental tutors, students, and parents.
- Collecting, organising, and maintaining accurate entry data and supporting documentation.
- Developing and distributing the festival timetable and program in collaboration with Music staff, including managing clashes and adjustments.
- Working with music staff to secure and liaise with adjudicators and accompanists.
- Coordinating accompanist rehearsal schedules, particularly for Junior School participants.
- Preparing festival materials, including digital sheet music, adjudication sheets, certificates, and Finals Concert program content.
- Managing communication with all stakeholders and responding to enquiries in a timely manner.
- Coordinating prizes, including engraving and allocation of prize money.
- Processing festival-related invoices and maintaining accurate financial and administrative records.
- Providing on-the-day operational support and maintaining detailed records.

Music Scholarships

Work with the Director of Music to:

- Coordinate the Music Scholarships process, including communications, audition scheduling, and follow-up with applicants.
- Liaise with the Admissions Office and respond to parent enquiries to ensure a smooth scholarship application experience.
- Provide administrative support to the Director of Music and audition panel throughout the selection process.
- Maintain scholarship records and process reimbursements for lessons.

Hale School Music Supporters' Group

Work with the Director of Music to:

- Coordinate communications and administrative support for the Hale School Music Supporters' Group, including submission of event function requests.
- Recruit and manage parent volunteers, maintaining an up-to-date volunteer database.
- Attend meetings and provide organisational and operational support as required.

Music Department Reception

Work collaboratively with the Music Administrator and Music Resource Administrator to:

- Maintain a welcoming, professional reception environment while providing prompt and friendly assistance to students, parents, and visitors.
- Respond to internal and external enquiries efficiently, ensuring clear communication and appropriate redirection.

Other administrative tasks

- Assist the Director of Music in the administration of Music Awards (Symbols, Colours and Honours).
- Take the minutes at Music Department meetings when available.

Other

- Demonstrate an awareness of all emergency management procedures in their work area.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Key Working Relationships:

Internal	External
Director of Music Music Teaching Team Music Administrator Music Resource Administrator Instrumental Music Tutors Events Department Community Relations Department	Parents Visitors and Guests External musicians

Qualifications and Experience:

The following skills and experience are essential to the role:

- Exceptional interpersonal and communication skills.
- Ability to develop and maintain collaborative work relationships.
- Excellent organisational, administrative and coordination skills.
- Analytical and problem-solving skills with strong attention to details.
- Ability to work in a busy environment and manage priorities, applying initiative where appropriate.
- Strong IT literacy, including Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Eagerness to contribute to the dynamic and positive culture of Hale School Music department.

The following skills and experience are desirable to the role:

- Experience in a similar role.
- Understanding of office and administrative procedures in Schools.
- Experience in project coordination and/or arts events management.
- Experience working within large and diverse departments.
- Knowledge of the Synergetic database system.
- Flexibility to work outside normal office hours as may be required from time-to-time