

# Position



# Description

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<b>Position title</b>	Music in Me National Coordinator	<b>Location</b>	Sydney or Melbourne
<b>Department</b>	Music in Me	<b>Work type</b>	Full-time / 0.8FTE
<b>Reports to</b>	Music in Me National Manager	<b>Term</b>	ongoing



## ABOUT MUSIC IN ME

The Music in Me teacher mentoring program strives to enable access to quality music education not just for the few, but for every primary school child in Australia.

Founded by Richard Gill OA, we aim to reach classrooms across remote, regional, and metropolitan Australia, in Government and Independent schools.

We achieve this by upskilling classroom teachers in music education, through a scalable and sustainable approach to mentoring.

## POSITION OBJECTIVE

The Music in Me National Coordinator plays a vital role for the Music in Me teacher mentoring program to achieve our communications, professional learning and advocacy objectives. Working alongside the program's National Manager, you will build relationships with and support the work of the national collective of program coordinators and mentors. Positioned within the vibrant AYO team, the Music in Me National Coordinator innovates and inspires our participating teachers, mentors, school leaders and sector partners to engage with our program, and join us in advocating for all children to have access to quality music education.

## **DUTIES AND RESPONSIBILITIES**

Working with the National Manager, duties include:

### **Communication & advocacy**

- Maintain strong working relationships with AYO colleagues, key stakeholders, Lead Mentors and jurisdiction coordinators for the Music in Me program
- Coordination and publication of newsletters
- Oversee social media content management; including scheduling, editing and/or writing of social media content, and monitoring and moderating all channels
- Ensure content across all communication channels complies with relevant brand and style guidelines and is appropriate for the target audience

### **Digital publishing**

- Maintain and continually improve the Music in Me website, online professional learning platform and Resource Hub
- Create certificates, social media posts and event artwork using digital publishing & design tools
- Liaise with external stakeholders during the development and delivery of program resources and content, including web designers, photographers, videographers, graphic designers
- Manage the Music in Me program photo library and digital assets

### **Program management**

- Provide administrative support for all program meetings, coordinating calendars, creating and distributing agendas, taking minutes and distributing actions.
- Contribute to reports to government and philanthropic supporters
- Coordinate interstate travel, accommodation and catering for the national conference, and other events
- Manage all program data, collecting regularly from partners and updating Salesforce for accurate reporting and communication
- Support opportunities to trial new delivery methods and program models – in-person, online and in all states and territories
- Create and distribute surveys for ongoing program evaluation, collate and present results for analysis
- Coordinate, receive and code invoices from suppliers and consultants, ensuring accurate and timely management of program expenses

### **Values**

- Actively support AYO's purpose, values and strategic vision
- Operate in accordance with AYO's policies, procedure and practices
- Positively and constructively represent AYO to external stakeholders
- Behave in a way that contributes to a workplace that is free of discrimination and harassment and ensures the health, safety and welfare of yourself, co-workers and others

## **KEY RELATIONSHIPS**

### **AYO staff**

**Reports to:** Music in Me National Manager

**Works closely with:** Music in Me Education Advisor  
Music in Me State / Jurisdiction Coordinators  
AYO Data Manager  
AYO Engagement team  
AYO Operations team  
AYO Development team

**Other stakeholders:** Lead Mentors and Mentors  
Mentees  
External digital development team  
Venue staff and event suppliers  
Videographers, photographers

This position description describes the broad scope of the role; it is not an exhaustive list of duties. It may change from time to time with due consultation to meet the changing needs of the organisation.

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## SELECTION CRITERIA

### Essential

- A passion for supporting the advancement of and access to quality music education
- Proven stakeholder management skills and the ability to build constructive and effective relationships with internal and external stakeholders
- High-level attention to detail
- Excellent verbal and written communication
- Strong organisational skills, including problem solving skills
- Proven ability to work autonomously and as part of a team, whilst managing deadlines
- Excellent interpersonal and relationship management skills
- Proficiency in Microsoft suite including Word, Excel, Outlook and Teams
- Experience working with and updating a database or CRM
- Experience working with and updating a Wordpress site (or similar platform)

### Desirable

- Experience working in an educational and/or arts organisation
- Experience working with and updating an LMS, or other experience with online learning
- Experience writing or contributing to funding applications for grants and philanthropic support
- Experience working with audio and video recording equipment and editing software
- Ability to read sheet music and use music notation software

## SPECIAL REQUIREMENTS

- Availability to work outside of regular office hours, including interstate travel from time to time
- Adhere to the AYO Code of Conduct, policies and procedures
- Willingness to undertake a national crime check and working with children check

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## EOI FOR THE POSITION

To submit your application for this position, please forward:

- a current resume, including contact details for two relevant referees
- a response, no longer than two-pages, which responds to the above selection criteria and demonstrates how your experience and knowledge is applicable to the position a current resume

Please direct any questions and your application to Bernie Heard, National Manager Music in Me via email at [bernieheard@ayo.com.au](mailto:bernieheard@ayo.com.au)

Applications close 9am AEDT, Monday 15 July 2024.