



**Position Description**  
**DIRECTOR OF BANDS**  
**SHELDON COLLEGE INSTITUTE OF THE ARTS**

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**DUTY STATEMENT**

<b>Position Title:</b>	Director of Bands
<b>Type of Appointment available:</b>	
<b>Organisational Area:</b>	Performance Music Faculty
<b>Supervisor:</b>	Institute of The Arts Manager/Principal
<b>Initial Campus:</b>	

**Duties**

The Director of Bands is responsible to the Manager of the Institute of the Arts and the Principal.

The primary role of the Director of Bands is to create opportunities for students in the performance music tuition program by ensuring quality teaching and learning. In consultation with the Directors of Ensembles, the Manager must ensure that performance music ensembles are educationally challenged.

The Director of Bands is to manage and lead a dynamic performance music team to develop and align with the performance music strategic plan. The Manager is responsible for liaising with other curriculum areas to develop cross curricular initiatives. The Director of Bands must always undertake an appropriate teaching and research role.

**Strategic Planning**

- To devise and implement, in consultation with other managers and performance music staff, a strategic plan that aligns with the Institute of The Arts overall strategic vision.
- To plan and predict the changing needs of the students in the performance music program, including current trends such as recording, composing, instrumentation, etc., whilst keeping focussed on basic principles of musicianship and aural skills.
- Liaise with the Directors of all music ensembles to ensure the educational needs of students in every aspect of performance music are met.
- Plan Performance Music resources to ensure that usage is optimised and unnecessary duplication is avoided.
- Ensure and assist staff gain and maintain links and effectively liaise with industry links, professionals, universities, business and community.
- Ensure, in consultation with the Performance Manager, that individual music students and all performance music ensembles are suitably challenged and performed throughout the year.
- Continued consultation with the directors of the performance music ensembles to ensure that all ensembles are artistically moving forward.
- Meet with Manager of the Institute of The Arts and the Principal at least twice yearly to discuss and review the strategic plan for the Performance Music Faculty.
- Be involved in the ongoing recruitment and distribution of staff (corporate and teaching) within the Performance Music Department.

## **Management**

- Liaise with other curriculum teachers to ensure students' well being and that student output in every subject is optimised.
- Provide overall administrative management of the Faculty and its resources, including distribution of human resources, optimisation of teaching effort, performance music ensemble development and arbitration on matters that cross discipline boundaries.
- Work with colleagues to ensure continuous improvement strategies are developed, implemented and reviewed within the Performance Music Faculty.
- Implement College policy on probation and performance management within the Performance Music Faculty.
- Implement and administer College policy within the Performance Music Faculty, including the policy with respect to equitable access to education and employment and health and safety.
- Chair fortnightly meetings with the Performance Music Faculty to implement policy, music ensemble development, tuition program development, strategic planning and promotion of program.
- Attend weekly meetings with the Manager of the Institute of The Arts and Performance Manager to ensure that unity of purpose and holistic strategic alignment occurs.

## **Leadership**

- Leadership of a Performance Music Faculty culture and service delivery model that will provide key values to the Faculty in terms of its future strategic positioning.
- Provide leadership to all full time, casual tuition staff and ensemble directors within the Performance Music Faculty.
- Chair the Faculty Meetings.

## **Advocacy and Representation**

- Ensure that Performance Music is adequately servicing the educational needs of the community within its vocational area and in accordance with College policies on teaching and service.
- Promote fundraising and develop relationships with industry.
- Represent the Performance Music Faculty at an Executive level.

## **Teaching Performance**

- Make a distinguished personal contribution to teaching at all levels.
- Foster excellence in teaching within the College and College system.
- Develop ensemble routines, protocols and procedures for students through effective teaching and ensure that routines, protocols and procedures are consistent throughout the entire performance music ensemble program.
- Development and promotion of innovative teaching methods.