

Position Title	**Contemporary Music Co-ordinator**
Department/Faculty	Performing Arts
Classification	Educational Services (Schools) General Staff Award Instructional Services – Level 6 Grade 5
Employment Type	Permanent Part-time
Reporting Manager	Performing Arts Operations Manager
Prepared	October 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, providing a seamless learning journey from Early Learning to Year 12.

Established in 1982 by the community for the community, our motto - Unity | Christ | Learning, continues to shape our purpose: developing ethical, creative and service-oriented thinkers who courageously enrich society.

Our diverse community of more than 2,500 learners includes students from Early Learning through to Year 12, as well as those studying within John Paul International College's English Language Pathways. Grounded in our Christian Ecumenical identity, we welcome students of all faiths, cultures and backgrounds, fostering a globally connected community where every individual is known, valued and empowered to thrive.

Set across 33 hectares in Daisy Hill, Logan, our campus features dynamic learning environments designed to inspire curiosity, collaboration and excellence. Purpose-built learning spaces, outstanding sporting and performing arts facilities, and innovative educational environments enable students to discover their strengths, pursue their passions and flourish academically, socially and personally.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we equip young people with the confidence, adaptability and character to lead with purpose and make a meaningful contribution in an increasingly complex and interconnected world.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

As an integral part of the Performing Arts Strategic Plan, the **Contemporary Music Co-ordinator** assumes a pivotal role in bringing to life the vision of the Contemporary program across both the Primary and Secondary campuses.

The **Contemporary Music Co-ordinator** is responsible for guiding and executing the activities of the Rock bands, Jazz bands, Beginner Guitar program, and other pertinent ensembles and activities. This includes providing leadership, assessment, and support to both students and staff to unlock the program's full potential.

Working closely with the Performing Arts Leadership Team and in consultation with the Head of Performing Arts, the **Contemporary Music Co-ordinator** takes part in managing and enhancing the Peripatetic Tuition Program. This program encompasses all Guitar, Contemporary Piano and Drum Kit instructors.

Reporting Relationships

The **Contemporary Music Co-ordinator** reports to the Performing Arts Operations Manager.

Direct reports: Specialist Instrumental Tutors

The **Contemporary Music Co-ordinator** will have formal and informal interactions with the Head of Performing Arts, Performing Arts Leadership Team, Students, Parents, Performing Arts Staff and other employees of John Paul College.

Key Responsibilities

The **Contemporary Music Co-ordinator** role encompasses a wide range of responsibilities, including contemporary program oversight, the development of a comprehensive 4 -12 progression framework, studio-based instruction, direction of student ensembles, and collaborative oversight of the performance calendar throughout the academic year.

The **Contemporary Music Co-ordinator** must attend College events including (but not limited to) Mayfair, Speech Night, College performances, events and competitions.

It is expected that they will be principally responsible for:

- Support the HOPA specific to recruitment, induction, development and coordination of Guitar, Contemporary Piano and Drum Kit staff and instrumentalists across the

school from years 4 -12

- Collaborate with the HOPA to devise a yearly plan that is both outcomes-based, and details how performance and success is measured with respect to the Contemporary Ensembles program.
- Deliver service excellence to parents and carers by responding promptly and courteously to inquiries and requests.
- Co-ordinate, direct and oversee contemporary music programs and the staff who deliver them, including the ability to:
  - Monitor the quality of the contemporary music program by observing contemporary music classes/tuition/ensembles where appropriate
  - Oversee external examination (AMEB/Trinity) program development (where applicable), ensuring appropriate, timely examination processes are maintained within all instrumental studios
  - In association with SOPA Admin, organise the acquisition and maintenance of all required resources, such as scores, books, folders, accessories, and ensure AMCOS licensing requirements are upheld.
  - Manage the instrument inventory and ensure school instruments are kept in appropriate condition for use
  - Oversee the instrument loans inventory including annual stock take and assessment for repairs
  - Engage proactively in professional development opportunities and training
  - Offer administrative support and assistance to permanent and peripatetic staff as required
  - Ensure the smooth transition of contemporary music students from the Primary School to the Secondary School
  - Advise the HOPA on matters relating to budgeting for future development within the contemporary program
  - Work with the Performing Arts leadership team to build and maintain an online portal presence for the department
  - Manage and mentor staff to work within the College's learning and administrative management system(s) and process(es) effectively.

- Oversee, direct and coordinate ensembles to the highest standard throughout years 4-12 in collaboration with other tutors, conductors and teaching staff to ensure:
  - Maintenance of ensembles of the highest performance standard
  - Co-ordination of before and after school, and lunchtime rehearsal programs in consultation with the HOPA
  - Selection and engagement of ensembles in quality school, community, and festival performance opportunities
  - Arrange necessary promotion and publicity for programs and performances
  - Conducting and supporting ensembles as determined by the HOPA including the appropriate placement of students with tutors and within ensembles following appropriate audition processes where applicable
  - Attend and assist in managing internal and external performance events as directed by the HOPA. Responsibilities will include, but are not limited to, appropriate setting of backline equipment and negotiating needs with stage crew in a variety of situations, including submitting workable stage plans.
  - Collaborate on major performance events as directed by the HOPA
  - Organise both internal and external workshops and master-classes for ensembles in consultation with HOPA
  - Oversee & facilitate the Primary and Secondary Contemporary program calendar
  - Direct and support other tutors conducting ensembles

- Maintain an appropriate personal teaching and ensemble instruction load to lead the Contemporary music program in consultation with the HOPA. This should be no fewer than 3 ensembles and approximately 60% of allocated weekly hours in total.

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Demonstrates outstanding interpersonal skills including a demonstrated ability to consult, negotiate, interact and manage staff, students and parents or other stakeholders.
- Demonstrated ability to manage multiple small and large projects concurrently and efficiently.
- High level of discretion and professionalism in handling sensitive and confidential information.
- High level ability to adapt to a flexible and diverse working environment under pressure, meeting strict timelines.
- Demonstrated knowledge of college databases (Synergetic/SEQTA/SharePoint) and proficiency with Microsoft (Word/Excel/PowerPoint/Office 365).
- High level ability to build rapport and maintain positive and productive relationships with internal/external stakeholders.
- Sound understanding of relevant legislation, policies, and best practices
- A clear understanding of, and alignment with, the College's strategic vision and values.
- Commitment to working in a manner that fully supports the Principal and overall leadership direction of the College.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- A bachelor's degree in music, music education, or a related field
- Current First Aid certificate including CPR, or ability to obtain
- Current Blue Card / Positive Notice Working with Children check or ability to obtain

Experience

- Relevant qualifications and experience to support ensemble conducting and direction

Selection Criteria

1. **Leadership:** Demonstrated experience managing and mentoring a diverse group of people, including motivating, fostering collaboration and achieving desired outcomes.
2. **Ensembles:** Proven experience leading and/or managing Jazz and Contemporary bands.
3. **Stakeholders:** Experience in managing assets and collaborating with stakeholders to meet a variety of needs in both rehearsal and performance situations.
4. **Teaching:** Proven teaching experience and program development in at least one area of contemporary performance – guitar, drumkit, contemporary keyboard.

Award Conditions

- This employment is covered by the *Educational Services (Schools) General Staff Award 2020* ('Award') as amended from time to time.
- The position is classified as School Instructional Services Level 6, Grade 5.
- This is a permanent part-time appointment, working full-time during term-time only, plus 3 weeks. These other weeks will normally be worked in the weeks immediately preceding the commencement of Terms 1, 2, and 3, however may be different in consultation with the Head of Performing Arts.
- Normal working hours will be 38 hours per week, between the hours of 6am – 6pm, between Monday to Saturday.
- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. As such, this role is entitled to four (4) weeks annual leave, or such lesser pro-rata amount.
- Annual leave loading is payable.
- Superannuation contributions will be made in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) to a complying superannuation fund of your choice, or to the College's default fund if no nomination is made. The College will contribute superannuation at the rate of 12.75% of your ordinary time earnings, which exceeds the minimum requirement of 12% under the Superannuation Guarantee.