



## **PART TIME MUSIC ACADEMY CO-ORDINATOR – COORPAROO OR REDLANDS BASED**

Due to growth within the Vocal Manoeuvres Academy, an amazing opportunity has come up for a co-ordinator within our music school arm of this group of businesses. The Vocal Manoeuvres Academy is an international business which leads the music industry in education, training, group and individual singing lessons and choral ensembles. Some of the top voices in Australia have trained with the Director, Ms Alison Rogers. We are now seeking a co-ordinator to help keep things running smoothly in our Brisbane operations, particularly with rehearsals at both Cleveland and Coorparoo venues. You will be providing the Director with operational and administrative support which include the Vocal Manoeuvres, Academy Ensemble Program and the Vocal Manoeuvres Academy Private Tuition Program. Work with the elite of the industry, professionals, gifted artists and aspiring new talent. Below are some of the details:

### **General Overview**

- Some degree of flexibility with hours at rehearsals and some hours can be worked from home.
- Initially 15 hours a week, with the view to increasing as the workload grows, by mutual agreement
- May suit University student or other such person seeking a part time role
- Commencing on casual basis (but with a regular and set timetable) as an employee with super. Likely commencement on award, unless the successful applicant has extensive relevant experience.
- Must have a reliable car and open license. Whilst working at Coorparoo or Cleveland, at times you may need to go to QPAC and other event venues, eg Empire Theatre Toowoomba, Events Centre Caloundra
- This position has come about due to internal restructures due to growth; the person previously performing this task has moved up to another role, leaving the need for a new team member to join us.

### **Skills & Abilities**

- Experience as a co-ordinator or Assistant or PA, with particular advantage in the music industry or similar
- Eye for detail
- Good computer and typing skills essential
- Love of variety, as you'll assist numerous different clients
- Passion to help and love of music
- Loyalty – not only seeing the Vision of the Director, but joining her in realising this vision
- Great people skills – dealing with clients, talent, public, suppliers and other professional in the industry
- Ability to thrive on flexibility and adaptability
- Super self-organised but willing to follow set processes and systems
- Well-presented and articulate
- Assertive and confident, coupled with the perfect balance to serve and support
- Keen to learn new things and expand your skillset, knowledge and abilities.



## Duties Comprise

- Attendance at rehearsals:- Mondays 4pm - 8:30pm at Coorparoo, Wednesday 4pm - 6pm at Cleveland and Thursday 4pm - 8pm at Coorparoo. Balance of time approx. 2 hours a day being done from home, or the office to complete your admin tasks. Please be sure you can attend ALL these rehearsal times; **you must be able to commit to these rehearsal times**, otherwise, please do not apply.
- Create and maintain an accurate records of assets and resources;
- Manage a cash receipting process;
- Provide data for the creation of Invoices (others do the bookkeeping)
- Undertake uniform requirements, sizing, orders and distribution
- Advise and co-ordinate Rehearsal & Performance Schedules, Event Briefs etc (in consult with the Director)
- Update website, Facebook and other social networking services
- Create content newsletters and other publications
- Create and maintain communication, databases and rolls for Ensemble Program & Private Tuition program
- Devise time lines for audition processes
- Collate audition applications and schedule clients as per procedure
- Collate audition results and advise students of results.
- For events and touring, assist the Director with scheduling events and establishing appropriate project time-lines, assisting with meetings, completing documentation etc
- Any other such suitable duties which arise from time to time

## Application Instructions

- Applications (or queries) to be via **office@vmacademy.net.au**. Please do not contact us directly or walk into our premises to drop off your resume. Only applications via this email address will be considered.
- In your application, please include 2 written references, plus 3 names and numbers of referees we can call.
- Please indicate if you have to give notice to a current employer; and if so, how much?
- Please provide an indication of what (casual) hourly rate you are seeking as an employee. If you are happy to start on the Award, then please say so.
- We do maintain high standards, and will perform testing.
- Please read through these application instructions before sending your details in.

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