



ROSMINI
COLLEGE

Position Title: Music Department Coordinator

Location: Rosmini College, Takapuna

Reports To: Head of Music Department

Type: Part-Time – 18 hours per week during school term

Salary: \$30/hr

About Us:

Rosmini College is a Catholic Boys' school on Auckland's North Shore.

Key Responsibilities:

- Oversee the daily operations of the music department.
- Coordinate and execute the Itinerant Music Program
- Manage communication within the department, ensuring that all stakeholders (itinerant teachers, parents, students, and staff) are informed of all relevant information including key dates and deadlines.
- Assist in the planning and execution of departmental events, trips and concerts.
- Provide high-level administrative support to the Head of Music Department

General Requirements:

It should be noted that other tasks and duties may be determined in consultation with the HOD Music.

Key Qualifications:

Skills:

- Strong organizational, time-management and planning skills.
- Excellent verbal and written communication.
- Experience in event planning and coordination.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and Google Workspace.
- Ability to multitask and be flexible to changing priorities and demands.

Personal Attributes:

- Self-motivated, with a keen eye for detail and the ability to work independently and as part of a team.
- Willingness to suggest ideas, think outside the box and problem solve
- Ability to handle sensitive and confidential information with discretion.
- A passion for the arts, particularly music, and a desire to contribute to a vibrant academic and cultural environment.
- Adaptable and flexible, with a positive attitude towards challenges and change of priorities.
- Commitment to support the College and its community.

The successful applicant will be required to accept, recognise and preserve the special character of the school and be committed to the school's mission, vision and values.

How to Apply:

Interested candidates should submit their CV and a cover letter outlining their relevant experience and interest in the position to the Principal's PA ebarnard@rosmini.school.nz, by Tuesday 10th December.