

POSITION DESCRIPTION

Music Tutor

Location	Canberra
Reports to	Artistic Convener/CEO
Conditions of Service	TBC

Organisational Background

Music for Canberra is a non-profit organisation with a community focus which supports and encourages people of any age, any ability and any background to take up an instrument or singing and experience the benefits music can offer.

Position Summary

Responsible for teaching and inspiring music students in Canberra and the surrounding regions. Also responsible for creating and fostering a positive learning environment and helping music students develop their appreciation and knowledge of music to support the delivery of Music for Canberra's strategic objectives.

Position Responsibilities

- Teach or lead specialised area of music lessons, classes and/or other programs.
- Prepare and deliver the teaching, materials and curriculum for the term for the assigned program, lesson or class.
- Engage and update parents/carers on their student's music progression and development.
- Prepare and support students for music exams.
- Plan and collaborate with the Artistic Convenors, Conductors and Composers to ensure the successful delivery of music programs and performances including the end of year concerts/performances and open day and school visits.
- Maintain class attendance rolls, organise (set up and pack up) instruments, attend meetings and perform other administrative tasks related to the role.

Experience/Knowledge Required

- Experience in teaching music to a range of classes from individual to larger groups.
- Qualification or skills in specialised area of musical practice.

Behavioural Competencies

Building Relationships	Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict.
Communication	Understands spoken information; speaks clearly; engages others when speaking; adapts to the audience.
Planning & Organising	Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation.
Critical Thinking	Categorises information; analyses information; critically evaluates; makes rational judgements.

Role Model Our Organisational Values

- **Passion:** We are passionate about music and the benefits music brings to individuals and our community. We communicate and share our passion through performances, musical contribution and other activities across the ACT and surrounding regions.
- **Community:** Through collaboration and partnerships, we aspire to nurture the love of music in all individuals, inclusive of all abilities, while respecting each other's views and experience.
- **Growth:** We inspire and support everyone to develop their musical abilities and appreciation, strive to achieve their artistic goals and support them to perform their best.

General Conditions

All Music for Canberra staff are required to:

- Have the lawful right to work in Australia
- Be able to obtain a Working With Vulnerable People registration (or the relevant state equivalent)
- Behave at all times in accordance with the organisation's policies and procedures
- Commit to Music for Canberra's purpose and values.