

## POSITION DESCRIPTION

<b>Job Title</b>	Coordinator Music
<b>Reporting to</b>	Creative Director
<b>Direct Reports</b>	Team Leaders and Art Support Workers,
<b>Location</b>	Brighton, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and Community Services Employee: Level 5

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## About Tutti Arts

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodiverse people.

Tutti is a multi-arts organisation who believe in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs.

## Role Purpose

The Coordinator Music is responsible for the development and delivery of all programs, activities and tasks related to Music - Quirkestra, Radio Tutti, Beats and Hip Hop programs. The Coordinator Music has responsibility for creating professional pathways for Tutti Artists in the areas of music, music technology and DJing. The Coordinator is responsible for exposing Tutti artists to a range of music genres and repertoire, including the work of disabled artists through programs, in line with Tutti's commitment to contemporary arts practice.

The position requires a combination of creative, organisational and technical skills in music and technology to develop and implement programs and bring projects to fruition.

The Coordinator Music is expected to work directly with Tutti Artists in programs at least 11 hours per week and has up to 5 hours per week allocated planning and administration. The Coordinator will also support team leaders within the area of responsibility to deliver some programs.

## **Reporting Relationships and Key Stakeholders**

The Coordinator reports directly to the Creative Director and works closely with other program coordinators and stakeholders which may include but not limited to the Executive Director, Team Leaders, support staff, participants, and guest artists.

## **Leadership**

- Responsible for the quality of all programs in music inclusive of Quirkestra, Radio Tutti, Beats and Hip Hop.
- Ensure that Tutti artists are exposed to and experiment with a range of music genres and repertoire, including the work of disabled artists
- Lead and mentor a team to develop and maintain standards of excellence in delivering programs
- Support staff to grow, develop and maintain standards of excellence in all practice and outcomes.
- Conduct annual performance reviews for all staff that directly report to this position.
- Review and support individual staff goals to achieve specific outcomes
- Support, lead and mentor staff to manage artist's access and behaviours
- Support and coordinate student and volunteer placements.
- Resolve workplace conflict in a professional manner in line with Tutti policy.
- Create a fun team environment.

## **Artist support**

- Ensure that accurate artist/participant progress notes files are kept
- Undertake goal setting at least twice yearly with artists attending programs of 3 hours or more
- Ensure a clear program plan is communicated to support artists' goals
- Ensure artists receive the support outlined in their individual support plan.
- Communicate with participants, advocates, and families regarding goal plans and program support needs.
- Prepare and deliver activities that will develop the skills of participating artists.
- Review work produced in program and coordinate artist review and feedback sessions.

## **Program Administration**

- Ensure that all attendance is recorded in MYP as each session occurs, and in hard copy
- Write a report a monthly on the programs you are responsible for, reporting on key activities, performances etc

- Ensure any program changes, special events or excursions are communicated to Senior Leadership and Administration Staff
- Ensure all attendance records are sent through to Finance for monthly invoicing
- Induct any new external support
- Communicate with artists families or support staff as needed
- Manage financial decisions related to programs and any relevant projects, and plan and monitor equipment budgets.
- Maintain equipment, resources, and materials, with consideration for access and safety
- Ensure a clean and safe work area
- Manage and roster staff to support or team lead programs within area of responsibility
- Manage the required induction process for new staff, participants, and volunteers

### **General Duties and Responsibilities**

- Work closely with marketing regarding all promotion of events, performances involving
- Demonstrate knowledge of Tutti policies and procedures and relevant legislation.
- Develop strong positive relationships with artists, support staff and families.
- Embed National Disability Insurance Scheme (NDIS) quality standards into practice and culture
- Lead a work environment that is free of discrimination, harassment, and bullying.
- Ensure procedures, guidelines and policy is followed to provide a safe and harmonious workplace, seeking guidance when something is not understood.
- Ensure compliance with all legal, and ethical obligations.
- Undertake relevant training as required
- Attend Tutti staff and Coordinator meetings, and planning days

### **Other Duties/Special Requirements**

- Develop and maintain industry connections in both the arts and disability sectors.
- Participate in relevant networks and inter-agency meetings whenever possible
- Accept and model Tutti values in organisational culture, practice, and diversity.
- Develop and maintain Industry connections
- Be aware of performance and collaboration opportunities and work with the Creative Director to build relationships
- Source production staff and coordinate productions if required
- Assist Creative Director and Arts Manager to identify grant opportunities, develop funding submissions and prepare program and project acquittals

- Provide information and promote Tutti services, aims and objectives to other organisations and the community to educate re the value of artwork produced in the program
- Undertake training as required in disability, arts, and administration.
- Some out of hour's work may be required.
- Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director or the General Manager.
- The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

### **Tutti Workplace Requirements**

All employees must:

- Conduct their duties in accordance with Tutti's, Vision, Purpose and Values
- Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compulsory training as directed from time to time.
- Be aware of their own health and wellbeing and attend the workplace able to conduct their duties.
- Actively participate in performance reviews.
- Maintain a satisfactory work clearances as required by Tutti.
- Be willing to work reasonable additional hours to meet specific role requirements.

### **Work, Health, and Safety**

All employees must:

- Understand and follow Tutti's safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Immediately report to their line manager or a member of the senior team any accidents or potential risks, hazards that have been observed.
- Ensure all mandatory training is completed and up to date.
- Ensure that the health and safety of themselves, staff, participants, students, volunteers are not put at risk.
- Prioritise personal wellbeing and capacity to engage safely and effectively in conducting their duties.

## Key Selection Criteria

Essential	Desirable
<b>Education /qualifications/</b>  Tertiary Music training Professional experience in music Nationally Accredited First Aid Certificate	<b>Education / qualifications</b>  Certificate 3/4 in Disability Work or equivalent/relevant work experience Maintains own professional practice SA Drivers licence
<b>Experience</b>  Experience in successfully delivering music programs Experience working with learning disabled and neurodivergent individuals Experience in working collaboratively with other artists and arts organisations Demonstrated ability to build effective teams Supervision of employees, establishing and monitoring work outcomes	<b>Experience</b>  Experience working on major projects in the community and mainstream or disability arts sectors
<b>Skills</b>  Communicates effectively to participants, their families, and advocates Resolves conflict constructively between individuals. Works effectively across shifting priorities and demands Proficient in Office 365 Proficient in a range of music related software Works effectively without direct supervision. Can generates creative solutions and adapts programs Strong administrative and organisational skills Strong collaborator who recognises and values different skills, perspectives, and experiences.	<b>Skills</b>  Group work/facilitation skills Works effectively both as part of a team and independently across a range of settings.

<b>Knowledge</b>  Social Model of Disability  Detailed knowledge of program activities and work practices relevant to work area	<b>Knowledge</b>  NDIS  Grant applications  Budget/ financial management  Disability Justice Movement  Disability Allyship
<b>Personal Attributes</b>  Exhibits personal drive and professionalism  Effective communication skills with participants and stakeholders  Skilled at managing competing priorities and demands  Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values  Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary	
<b>Clearances</b>  NDIS Workers Clearance  Working with Children Clearance	

Employee Signature\_\_\_\_\_

[Name]

Date\_\_\_\_\_

Employer Signature\_\_\_\_\_

[Name]

Date\_\_\_\_\_