



DIRECTOR MACQUARIE CONSERVATORIUM

Macquarie Conservatorium is a not-for-profit community based organisation providing quality pre-tertiary music tuition, concerts and workshops in Dubbo and the Orana Region. Partially funded through the Department of Education and Communities, Macquarie Conservatorium is a member of the Association of NSW Regional Conservatoriums.

Established in 1987, Macquarie Conservatorium currently has around 700 students of all ages and levels (majority being school aged) and 28 full and part time staff.

We are seeking a dynamic and experienced music educator/performer or music/arts administrator to manage, supervise, direct and oversee Macquarie Conservatorium's musical life and all aspects of its operations including marketing activity, physical, financial and human resources and community engagement. Reporting to the Board, the successful applicant will also be responsible for overseeing Macquarie Conservatorium's strategic development, ensuring people, processes and systems deliver an exceptional customer experience and driving a culture of excellence through effective management and inspiring leadership.

The successful applicant will have relevant tertiary qualifications in music and/or education/ and/or arts administration and possess the following attributes:-

- A proven record in music or arts administration with demonstrated experience in and knowledge of sound modern business management practices
- Inspirational leadership and further development of Macquarie Conservatorium
- The ability to envision, initiate, modify and coordinate programs and courses to build on Macquarie Conservatorium's existing music programs, including in the area of video conferencing
- A commitment to and understanding of school and community based music education principles and practices together with the ability to enhance and promote music education within the community
- The ability to lead and manage Macquarie Conservatorium's physical, financial and human resources within budget and the existing environment
- The ability to develop and implement Macquarie Conservatorium's Strategic and Business Plans
- A comprehensive understanding of compliance requirements and issues including OH&S and Child Protection legislation
- The ability to identify, secure and manage a variety of funding opportunities, including the preparation of grant submissions and sponsorship proposals and their subsequent execution
- Highly developed communication, inter-personal, public relations and networking skills

Salary: \$80,000 to \$95,000pa based on qualifications and experience.

Closing Date: Friday 7 October 2011

Applications, together with a CV, certified copies of educational/music discipline documentation and contact details for three referees to be forwarded to:

The Chairman
Macquarie Conservatorium
c/- PO Box 6038
DUBBO NSW 2830
Email: shodder@centacarewf.org.au

(emailed applications are acceptable)

For further information please contact the Chairman, Mr Steve Hodder, on 0419 620 758 or email shodder@centacarewf.org.au

A full duty statement is available to interested applicants.