



Position:	Administrator, The SAPPS Choir	
Company:	South Australian Public Primary Schools Music Society Ltd	
Clause Ref	Clerks – Private Sector Award (2020)	
	Award Provisions	
	Classification – Level 2	\$28.12
	Casual Loading 25%	\$7.03
	Casual rate	\$35.15
Eligibility:	A current Working with Children Check and Responding to Risk and Harm, Abuse and Neglect certificate	
Tenure:	13 July – 14 December 2026	
Context Statement:	<p>The Festival of Music is a joint venture of the Department for Education and the South Australian Public Primary Schools Music Society (Music Society) and is governed by a Memorandum of Administrative Agreement between the two bodies. The Festival of Music program services some 300 primary schools across the state. Under the auspices of the Music Society, The SAPPS Choir aims to:</p> <ul style="list-style-type: none"> <li>• provide a choral extension program for students in Years 5-6</li> <li>• provide a rich, diverse program that strives for excellence</li> <li>• promote the activities of the Festival of Music.</li> </ul> <p>For further information about the Festival of Music visit <a href="http://www.festivalofmusic.org.au">www.festivalofmusic.org.au</a>  The SAPPS Choir is covered by a charter which outlines its aims, procedures and role statements <a href="http://www.festivalofmusic.org.au/sapps-choir.html">http://www.festivalofmusic.org.au/sapps-choir.html</a>  The Administrator will be paid by the Music Society.  The Administrator will be responsible to the Manager, Primary Schools Music Festival (PSMF).</p>	
Summary of duties:	<p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• prepare and present an annual report to the Music Society at its AGM</li> <li>• gather and maintain document relevant information as required by the Department for Education for the safety of students, and ensure duty of care arrangements are in place</li> <li>• prepare promotional material for auditions, concerts, etc.</li> <li>• prepare/collate student documents, organise auditions and liaise with various agencies for performances</li> <li>• act as the contact person for parents and performances</li> <li>• distribute information to conductors, schools, students, parents, PSMF personnel and performance venues regarding arrangements and requirements of choir members, including a weekly Sway update</li> <li>• handle fees and other related charges, including some fundraising e.g. raffles</li> <li>• be responsible for collection of money, maintenance and distribution of music</li> </ul>	



	<ul style="list-style-type: none"> <li>• moderate social media – Facebook page</li> <li>• coordinate a Parent Committee to assist with choir events</li> <li>• help organise extra rehearsals, ticketing and venues as require</li> <li>• preparation of and attendance at the PSMF office for weekly rehearsals (approx. 11am – 6.30pm)</li> </ul>
<p>Selection will be based on the following criteria (please address the below criteria in your written application)</p>	
	<ul style="list-style-type: none"> <li>• Demonstrated skills in working as a member of a team of professionals and volunteers to achieve agreed musical and learning goals</li> <li>• Communication and interpersonal skills</li> <li>• Organisational and money management skills</li> <li>• Computer skills including Microsoft Office Suite, must be familiar with Excel Spreadsheet, electronic booking systems and social media</li> <li>• Knowledge of relevant Department for Education policies and procedures</li> </ul>
<p>Enquiries to:</p>	<p>The Manager PSMF or the Director of Music <b>8261 5438</b></p>
<p><b>Forward a 1 page Expression of Interest with 2 referees to:</b>          The Manager PSMF Email: <a href="mailto:manager.psmf376@schools.sa.edu.au">manager.psmf376@schools.sa.edu.au</a>  <b>NB please include an email address and phone contact number</b></p>	
<p>Closing Date:</p>	<p><b>Friday 26 June, 5.00pm</b></p>