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Choir Support **Role Statement**

The school-based Choir Support person plays an important role in the administration of a Primary Schools Music Festival (PSMF) Choir at their school. As the school representative, you are to liaise with the Hourly Paid Instructor (HPI) Choir Teacher, and Accompanist (if allocated) to promote and maintain the profile of the choir in your school community, by supporting students in developing their skills and encouraging them to take advantage of performance opportunities (in roles such as soloists, hosts, guest artists or members of orchestra or troupe).

This document should be read in conjunction with the HPI Choir Teacher and HPI Accompanist Role Statements. All staff must be familiar with, and adhere to, the PSMF Code of Conduct. You are also required to attend the Production Manager's online information session/s to assist with your choir management.

Responsibilities of the Choir Support

Before choir starts the Choir Support should:

- make contact with your HPI Choir Teacher;
- source a rehearsal room and piano/keyboard for weekly rehearsals;
- organise piano tuning, maintenance, adjustment and cleaning, sound system, access to the website and the App;
- communicate with your Finance Officer regarding payments for choir resources, buses, etc.; and
- promote choir membership within your school.

Once rehearsals start, the Choir Support is actively involved by:

- arriving on time, setting up the rehearsal room, and being ready to begin rehearsals at the allotted time;
- monitoring student behavior, and addressing issues in line with school and departmental policies (the curriculum resources provide alternative options for non-singers);
- liaising between the HPI Choir Teacher and students and staff of the school;
- checking out the weekly email SWAY update which contains important information and diary dates;
- communicating with parents and school community about troupe, soloist, orchestra, host and guest artist opportunities;
- developing a positive working rapport with students; and communicating with the HPI Choir Teacher/Accompanist to ensure productive rehearsals by confirming times, dates, and days in advance, noting school closures, sporting event clashes, etc.

Administration Tasks:

- Manage consent forms (sourced from the Festival of Music website) resources, t-shirt orders, etc.
- Organise transport of choir and any soloists to Combined Choir Rehearsals and compulsory offsite rehearsals as detailed on the Performance and Rehearsal Timetable.
- Organise processes, procedures and events with due reference to school and PSMF timelines and calendars.
- Identify and facilitate performances at school (assemblies, junior school, etc.) and in the community (shopping centres, retirement villages, etc.).
- Take choir photo according to all instructions.

Responsibilities shared with the HPI Choir Teacher

- Disseminate information regarding opportunities as a soloist, orchestra or troupe member, host or guest artist and the support of successful students in preparation for their audition / performance.
- Organise choir attendance at offsite rehearsals and performances.
- Practise duty of care.
- Provide adequate lighting and seating for your Accompanist if allocated.

Conflict Resolution

The Department Complaint Policy (on our website) sets out a structure for managing the resolution of complaints involving Department employees. There is a focus on the achievement of positive outcomes and minimising negative impacts on working relationships.

The first step in resolving any difficulties is to approach the person directly to discuss the conflict.

If the situation cannot be easily resolved, the Choir Support should approach the School Principal and/or the Manager of the PSMF. If the Choir Support has a concern about the conduct of any party which compromises the safety and welfare of students, they should approach the School Principal.

Parent complaints should be dealt with according to PSMF Behaviour Management Policy.