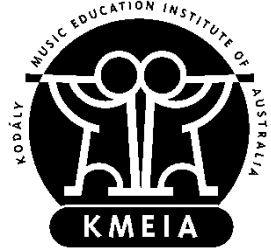


Kodály Victoria

PO Box 5046, Pinewood, Vic 3149

Email: vic@kodaly.org.au

*The Kodály Music Education Institute of Australia
Victorian Branch Inc.*



Kodaly Vic Administrator: Job Description

Skills and Requirements:

- Previous experience as an administrator is preferred
- Outstanding communication and interpersonal abilities
- Excellent organisational skills
- Knowledge of: WordPress, Google Drive, OneDrive, Zoom, Mailchimp, Xero, Humanitix
- Basic graphic design
- Time-management skills with the ability to prioritise tasks and work independently
- Excellent verbal and written communication skills

Other information:

- The time required for this position varies widely depending on the time of year and which events are taking place. This can be from 15 hours to 40 hours per month.
- On average the day-to-day regular tasks require approximately 5 hours per week
- Additional hours are required for event management & support

Responsibilities:

Communications

- Inbox management (Google)
 - Respond to email queries or forward as appropriate
- eNews
 - Write, format and produce regular bulk email newsletters, currently using Mailchimp, in liaison with the Chapter President
- Newsletter
 - Liaison with the editor & designer
 - Preparation of any appropriate event items
 - Source advertising
- Website
 - Maintain & update Kodaly Vic website (WordPress)
 - Maintain & update Kodaly Vic items on Kodaly Australia website (WordPress)
- Social Media
 - Facebook page & group
 - Instagram

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Finances

- Oversee day-to-day financials using Xero, with read only access to the bank accounts
- Process incoming bills for payment by the Treasurer
- Create and send invoices as required
- Prepare reports for the committee
- Prepare and work with the auditor for the annual audit/account review

Events

- End-to-end event management of online and in person events
- Ticketing & registrations using Humanitix
- Liaison with the committee, presenters, traders, attendees, etc.
- Promotions
- Creation of graphics & design elements for promotions
- Event support as required including:
 - Name tags
 - Run sheets
 - Preparing information for attendees
 - Venue liaison
 - Catering
 - Other ad hoc as needed
- Prepare any profit / loss reports for events as needed
- Prepare & send certificates digitally after the event

Courses

- End-to-end course management
- Liaison with course lecturers
- Booking venues
- Prepare flyers & advertising materials
- Monitor enrolments
- Prepare rolls
- Follow up payments
- Prepare confirmation letters
- Certificates – digital & hard copies sent to participants

Statutory & Governance:

- Attend regular chapter meetings
- Liaise with the executive to assist in preparation of meeting documents including agendas, minutes & financial reports
- Provide reports to the chapter committee on administrative & event matters
- Occasional liaison & attendance at Kodaly Australia meetings or training events
- Prepare AGM documents
- Prepare Audit / Financial review documents

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Membership:

- Liaise with the Kodaly Australia National Administrator as needed
- Attend online membership training workshops as needed

Graphic Design:

- Prepare marketing materials for use on the website, social media & newsletters

Organisation Profile

Kodály Australia (also known as Kodály Music Education Institute of Australia Inc.) is an organisation of people committed to music for everyone. We are united in the philosophy developed by Hungarian composer, Zoltan Kodály. Kodály stated that music education is the right of every child. He established that a sequential, cumulative and developmental program, based on an aural-vocal approach, is the most inclusive and effective way to develop musical literacy for people of all age groups.

Kodály Australia was founded by Dr Deanna Hoermann in 1973. Now, with approximately 1000 members in Australia, the Institute consists of State branches in the ACT, NSW, QLD, SA, VIC, and WA, with chapters in Mackay and Townsville, along with the do-re-mi organisation which provides classes for young children. We also have some members in New Zealand and South-East Asia.

Our members specialise in a number of areas of music education from birth through to seniors: new parent and early childhood activities, school classrooms, studio teaching, as well as choral, conducting and instrumental ensembles. State Branches and Chapters support members by providing workshops, newsletters, and conferences, and Kodály Australia provides a biennial National Conference.

The Kodaly Victorian Branch Administrator coordinates Kodaly Vic Branch activities, operations, communications and events to ensure efficiency within the organisation for Kodaly Vic members, the committee and all who attend Kodaly Vic events.

The Administrator is required to work in their own office space and provide their own equipment, therefore the residential location of the Administrator is flexible within proximity to Melbourne.

The applicant is required to have excellent organisational and IT skills, along with the ability to undertake and coordinate numerous concurrent tasks. The Administrator works closely with the Kodaly Vic President, Vice President, Secretary and Treasurer.

Music industry knowledge, particularly in music education settings would be an advantage.

Please send your resume and a cover letter outlining your suitability for the position to vic@kodaly.org.au

Applications will be assessed as they are received.

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