

Group Administrator

Job Description

Purpose

Each orchestra or band at GCYO is managed by the Conductor who is ably assisted by a Team of Volunteers. At GCYO, all Official Volunteers are called '**Group Administrators' (GAs)**. Depending on the size of the orchestra or band, the team of GAs may range in number from one person to six or more.

Group Administrators manage the administrative and operational procedures for each orchestra or band at rehearsals, concerts, auditions and events.

Reports To

In smaller orchestras/bands (e.g.: Little Big Band and Big Band), Group Administrators report to the Conductor of the respective orchestra/band. In all other groups, GAs report to the 'Lead GA', who then reports to the General Manager.

Prerequisites

Being a volunteer at GCYO requires meeting important prerequisites - not necessarily in terms of technical skill, but in terms of demeanour and willingness to make all people at GCYO feel welcome. The GCYO promotes a safe, tolerant, respectful and friendly environment. To this end, some of the GCYO Official Volunteer prerequisites include¹:

- ♪ A huge smile and a warm heart - *numero uno!*
- ♪ A passion for supporting the development of young people
- ♪ Ensuring all people on the property of GCYO feel welcome

¹ Also refer to: <http://goldcoastyouthorchestra.com.au/member-commitment/> and : <http://goldcoastyouthorchestra.com.au/gcyo-code-of-ethics-code-of-conduct/>

- ♪ Ability to embrace, embody, and reflect GCYO Values such as the concept of personal best, commitment and creativity
- ♪ Ability to embrace, embody, and reflect GCYO Code of Conduct Guidelines such as respect, honesty and integrity
- ♪ Understanding and acceptance of the GCYO Policies particularly as they relate to: Fire Drill, Code of Conduct, Values, Attendance Policy, Performance Policy, Risk Management and others as listed on website

Key Functions

There are four key functions GAs perform for each orchestra/band at GCYO, namely:

1. overall management and administration
2. music management
3. stage management
4. catering management

Overall Management and Administration - Lead Group Administrator (GA)

- ♪ Responsible for overall management and administration of the orchestra
- ♪ Prepare² music for the orchestra or band
- ♪ Primary liaison with the Conductor for all activities ³
- ♪ Attend each rehearsal, major programs of the orchestra and represent GCYO at appropriate events and concerts
- ♪ Mark 'Musician Attendance Record' (roll) at each rehearsal and performance⁴

Music Management - GA Music Librarian

- ♪ Responsible for all activities relating to the provision, copying, sorting and filing of hard-copy music for each orchestra. Work with the Lead GA to develop the music plan requirements for the orchestra. Other duties as reasonably required

² Includes: making photocopies of originals; keeping a master set of copies; filing originals in middle cupboard after use; ensuring order of music throughout the year; collecting music at the end of each term and filing

³ Parents wanting to communicate with the conductor are invited to initially liaise with the Lead GA

⁴ GCYO is required to maintain an accurate record of attendance for each musician

Stage Management - GA Stage Manager

- ♪ Ensure the stage plan is set up 15-minutes prior to each rehearsal and 30-minutes prior to each performance
- ♪ Pack-up equipment, chairs and music stands at the end of each rehearsal or performance
- ♪ Attend each rehearsal, major programs of the orchestra and represent GCYO at appropriate events and concerts
- ♪ Other duties as reasonably required

Catering Management - GA Catering

- ♪ Put water out for musicians on arrival and at break; refill at end of session for next group
- ♪ Operate the canteen during the break
- ♪ Leave money in Canteen Cash Box, for Money Manager to reconcile week end

The GCYO acknowledges that all volunteers contribute their time and expertise to the GCYO of their own free will and without coercion, without expectation of remuneration and in a designated volunteer position.

The GCYO Volunteer Program and this Job Description is guided by and adheres to the provisions of:

- The Occupational Health Safety & Welfare Act
- Equal Employment Opportunity Act
- Incorporated Associations Act 1981
- Volunteer Protection Act (QLD)
- National Standards for Involving Volunteers in Not-for-Profit organizations.