



## Learn & Participate Programme Coordinator

### Job Description

**TITLE:** Learn & Participate Programme Coordinator  
**REPORT TO:** Learn & Participate Programme Manager

#### OVERVIEW:

Learn & Participate (L&P) is the Auckland Philharmonia's education and community engagement programme which inspires over 30,000 people of all ages across Auckland every year to make life-long connections with orchestral music. L&P brings together our professional players with schools, individuals, and communities in a flagship programme that is widely applauded by educators and community leaders. Through the L&P programme we inspire young musicians, connect music makers and music lovers of the present and the future, and offer concerts, workshops, and tutorials for young people across all ages and ethnicities.

#### PURPOSE OF POSITION

This exciting position is primarily responsible for delivery of our In Schools Programme whilst also delivering cross departmental administrative support for a variety of other parts of the broader L&P programme. As well as having responsibility for the In Schools Programme, this is a dynamic position that will work with colleagues to support strategy, planning, and other daily operations such as assistance at our broad portfolio of concerts and events.

Auckland Philharmonia In Schools is a bespoke music programme that offers ākonga from across Tāmaki Makaurau opportunities to create, learn, and enjoy music. The orchestra partners with over 50 schools and music organisations, providing students the chance to learn directly from Auckland Philharmonia musicians. In 2024, more than 16,000 ākonga will have participated, benefiting from mentoring, workshops, and performances with Auckland Philharmonia players.

Te Rāngai Puoro Tuatini o Tāmaki Makaurau, Auckland Philharmonia recognises Tāmaki Makaurau as a vibrant bi-cultural and multi-cultural city, shaped over generations by mana whenua and mātāwaka. This role, like all roles within the Auckland Philharmonia, is expected to uphold the principles of Te Tiriti o Waitangi and support the orchestra's engagement with diverse communities across Tāmaki Makaurau and the wider motu.

#### KEY RESPONSIBILITIES

- Administration and delivery of the Learn & Participate In Schools Programme:
  - Recruit and support Auckland Phil musicians involved with mentoring and performances in schools, including matching musicians to schools and monitoring project progress and feedback.
  - Liaise with Auckland Phil Ensembles involved with performing in schools regarding their programme preparation, delivery, and development.
  - Maintain relationships with partner schools to establish each school's individual needs and priorities.

- Provide excellent customer service to partner schools and Auckland Phil musicians in order to nurture and grow their artistic and collaborative relationships.
- Write an annual report on In Schools and monitor/analyse feedback regularly.
- Actively seek connections between the In Schools Programme and other Learn & Participate activities, concerts, and events.
- Take responsibility for schools ticketing, applications, and bus bookings for education concerts. Liaise with schools, bus companies, and venues across Auckland as appropriate. Including, but not limited to Discovery, Kiwi Kapers, Play in South, and Link Up.
- Administration and delivery of annual Can You Be A Conductor Programme.
- Administration and delivery of annual Oboe Scholarship.
- Administer booking forms, registrations/applications, and feedback for Learn & Participate projects as required.
- Support Programme Manager by coordinating information for funding applications as required.
- Support Programme Manager by coordinating information for Learn & Participate marketing materials as required.
- Other duties as required.

#### **CONTRIBUTION TO WIDER LEARN & PARTICIPATE**

- Attend and assist at Learn & Participate events as directed.
- Work with colleagues across the Learn & Participate team to ensure a positive front of house experience at Learn & Participate events.
- Support and enhance relationships established by Learn & Participate Programme Manager and Senior Director of Strategy and Engagement.
- Contribute to Learn & Participate strategic planning.

#### **KEY SKILLS AND EXPERTISE**

- Experience in music performance and/or music education.
- Administrative experience with strong organisational skills.
- Ability to use Microsoft Office Suite.
- Excellent level of verbal and written communication skills.
- Positive and outgoing approach.
- Ability to work independently and as part of a team.

#### ***Desirable***

- Full driver's license and access to own car.

#### **WEEKLY HOURS**

This position requires a regular 30 hours per week (0.8FTE) attendance and work on Level 1 of the Auckland Town Hall at the Auckland Phil offices, as well as in schools and at performance venues across Auckland as required.

Some weekend and after-hours work is required throughout the year, however this is a salaried position and the remuneration covers all hours required outlined in the position description. TOIL is available for hours worked outside of an agreed working schedule in line with Auckland Phil policies and procedures.