



## Events and Communications Officer

### Instrumental Music School Services

<b>Position number</b>	00046841
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 4)
<b>Direct reports</b>	Nil

#### Context

Instrumental Music School Services (IMSS) provides quality teaching, diverse, stimulating performance and enrichment opportunities, supporting every instrumental music student to realise their full potential.

IMSS collaborates with nearly 500 public schools delivering its program through 330 teaching staff to over 20,000 students across Western Australia to enhance musical education through practical music-making. Our holistic approach emphasises individual growth and group collaboration, offering a structured curriculum in a variety of instrumental disciplines, including Brass, Classical Guitar, Contemporary Guitar and Bass, Percussion, Strings, Voice, and Woodwind.

Students develop creativity, expression, and technical proficiency through weekly lessons and ensemble opportunities.

We believe in integrating music education with the broader school curriculum, enriching academic experiences through artistic development. Our program provides numerous enrichment opportunities, including performances, workshops, and festivals, fostering collaboration and a sense of community among students. Guided by our motto, "Engage Inspire Create", we are dedicated to nurturing a vibrant musical culture and enhancing the cultural fabric of Western Australia.

Further information about IMSS is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Provide operational support in the development, implementation and management of the school's Events and Communication Plan.
- Coordinate major school events, including assemblies, parent sessions, school development days and large student activities.
- Obtain contractor quotes for events and assist in the evaluation of tenders and contracts.
- Manage and monitor the school's annual events and communications budget.
- Liaise with key stakeholders in the organisation of promotional events.
- Undertake proactive investigation and identification of funding support from local, state and national scholarships and awards.
- Assist in the sourcing, preparation and acquittal of funding submissions.
- Develop a range of school communications, publications and materials to support activities and events with InDesign being the pivotal tool.
- Maintain and update the school's online presence and ensure published content is current, relevant and that associated links are active.
- Maintain current knowledge of trends related to the use of online media to support parent-school communication and to maintain a positive school brand.

## Selection criteria

1. Demonstrated experience in assisting with coordination of events and marketing activities and associated financial management and budgeting requirements.
2. Demonstrated initiative and organisational skills, including the ability to meet deadlines and prioritise tasks.
3. Demonstrated sound communication and interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders and suppliers.
4. Demonstrated sound conceptual, analytical and research skills, including the ability to identify appropriate solutions.
5. Demonstrated well-developed computer application skills.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 11 November 2024  
Reference D24/0923106