

**Music Assistant Job Description**

**HOURS: 8 per week**

**HOURLY RATE: £15.00**

**REPORTS TO: Head of Music**

MAIN PURPOSE OF THE ROLE

* To assist the Music staff in a variety of curricular and extra-curricular activities, specifically:
  + Helping to set up and pack away for rehearsals
  + Assisting with rehearsals (ideally playing the piano and/or directing smaller groups if required)
  + Helping to keep the Department’s resources and equipment tidy and organised
  + Testing and maintaining equipment as required
  + Assisting with teachers’ lesson preparation and setup if necessary
  + Assisting with departmental displays and administration
  + Assisting at concerts

OTHER: to fulfil any other duties as may reasonably be required