



## JOB DESCRIPTION Music Administrator with Piano Accompaniment/Music Technician

<b>Job title</b>	Music Administrator with Piano Accompaniment/Music Technician
<b>School</b>	Whole School
<b>Hours</b>	Full Time
<b>Contract</b>	14th April 2025 to 31st December 2026
<b>Classification</b>	Academic Staff
<b>Reporting to</b>	Director of Music
<b>Key duties and responsibilities</b>	
<p>We are seeking a dedicated and versatile Music Administrator with additional expertise in either Piano Accompaniment or Music Technology to join our team. This flexible role offers an exciting opportunity to support and enhance our music programs through both administrative excellence and musical or technical proficiency.</p> <ul style="list-style-type: none"> <li>• Administer the private music lesson program, including scheduling rooms, liaising with music teachers, and communicating with parents regarding scheduling, payments, and any issues related to private lessons.</li> <li>• Oversee daily operations of the music department, including scheduling, budgeting, and resource management.</li> <li>• Assist in coordinating concerts, performances, musical events, and trips, ensuring all logistics, transport, and permissions are arranged.</li> <li>• Ensure safeguarding policies are adhered to in all music department activities.</li> <li>• Provide piano accompaniment for rehearsals, performances, and examinations (if applicable) OR: Install, maintain, and repair musical instruments, audio equipment, and sound systems.</li> <li>• Provide technical support for live performances, recordings, and rehearsals (if applicable).</li> <li>• Operate soundboards, microphones, and recording equipment.</li> <li>• Manage music resources, including instruments, sheet music, and digital audio workstations (DAWs).</li> <li>• Collaborate with staff, parents, and students to foster a positive and proactive music community.</li> <li>• Prepare reports and provide administrative support to the Director of Music.</li> </ul>	



<b>Person Specifications</b>	
<ul style="list-style-type: none"><li>• Bachelor's degree in Music, Music Education, Music Technology, Arts Administration, or a related field.</li><li>• Proven experience in music administration, piano accompaniment, or music technology.</li><li>• Strong organizational, leadership, and communication skills.</li><li>• High proficiency in English and Korean.</li><li>• Proficiency in piano performance OR audio equipment, music software, and digital production tools.</li></ul> <p>Preferred Skills:</p> <ul style="list-style-type: none"><li>• Master's degree in Arts Administration, Music Education, or related field is a plus.</li><li>• Certification in piano performance, audio engineering, or related technical fields.</li><li>• Experience with music notation software, DAWs such as Pro Tools, Logic Pro, or Ableton Live.</li></ul>	
<b>Dated</b>	<b>17.02.2025</b>