

## **QUEENSLAND YOUTH ORCHESTRAS**

### **Position Descriptions for Volunteer Administrator, Librarian and Stage Manager roles**

#### **Introduction**

Each QYO orchestra and ensemble has the following volunteer positions assigned:

Administrator, Librarian and Stage Manager. Most also have an Assistant Administrator, Assistant Librarian and Assistant Stage Manager.

Each of the volunteers who undertake these positions is required to:

- Sign a letter stating they are not a Restricted Person under the Qld Government's Blue Card Services office.
- Undertake fire and emergency training for The Old Museum.
- Read, understand and adhere to QYO's policies including the Child Protection Risk Management Strategy, Privacy Policy and Code of Conduct.

Other volunteers will assist with concerts and various other administrative tasks during the year.

#### **Orchestra Administrator & Assistant Administrator**

##### **Summary of Duties**

1. Work closely with the conductor as their main administrative support.
2. In partnership with the QYO Office, co-ordinate rehearsal, concert, camp, tutorial and tour (if applicable) activities.
3. Communicate all relevant info to orchestra members/parents and keep accurate attendance register.
4. Work closely with your ensemble's volunteer Librarians and Stage Managers.
5. Manage and delegate responsibilities to other volunteers as necessary.
6. Supervise members and ensure they are collected safely after events, assist with building lockup.

##### **Time Required**

The Administrator needs to attend all rehearsals, concerts, tutorials and camp except on occasions when the responsibilities can be delegated to another volunteer. The Administrator ideally needs to be present for at least 90% of these activities.

#### **Orchestra Librarian & Assistant Librarian**

##### **Summary of Duties**

1. Prepare, distribute, monitor and organise the return of sheet music parts and music folders.
2. Ensure members look after the music and are aware of the charges involved with lost or damaged music or music folders.
3. Supervise orchestra/ensemble members during QYO activities & assist with building lockup.

##### **Time Required**

The Librarian needs to attend all rehearsals, concerts, tutorials and camp except on occasions when the responsibilities can be delegated to another volunteer. The Librarian would ideally be present for at least 90% of these activities.

#### **Stage Manager & Assistant Stage Manager**

##### **Summary of Duties**

1. Manage the set-up and strike of orchestral setup for rehearsals, concerts and tutorials, including, where applicable, the annual music camp.
2. Whenever a truck is required for moving large instruments and equipment - eg. most music camps and concerts at outside venues such as QPAC - the Stage Manager and Assistant Stage Manager are responsible for packing, unpacking and driving the truck.
3. Supervise members and ensure they are collected after events & assist with building lockup.

##### **Time Required**

The Stage Manager and Assistant Stage Manager are required to attend all rehearsals, concerts, tutorials and camp except on occasions when the responsibilities can be delegated to another volunteer. The Stage Manager would ideally be present at 90% or more of these activities.