The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Director of Performance
(Music Instrumental)

Reports to:	Hannah Stark – Head of Arts
Division:	Te Kura Toi – School of Arts
Tenure:	Fixed term – 2 years
Location:	Hamilton
Date:	18 January 2027 – 27 November 2028

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS) is a large and dynamic Division that includes Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychological and Social Sciences, and the School of Law, Politics, and Philosophy. The Division also has two research institutes: Te Ngira the Institute for Population Research (IPR) and Te Puna Haumaru the New Zealand Institute for Security and Crime Science (NZISCS).

The role of the School of Arts is to teach at undergraduate, postgraduate and experiential (internship/externship) levels in the fields of Arts, including Music, Humanities, Screen and Media Studies, Dance and Theatre Studies, Environmental Planning, Geography and Design, and to undertake research in these areas. The school offers a range of papers in Arts, at undergraduate, post-graduate and professional training levels.

2. POSITION PURPOSE

In collaboration with other members of the music programmes, the: Director of Performance (Instrumental) undertakes key administration associated with managing Performance Fellows and performance tuition in music programmes. They may also deliver quality teaching in lectures, tutorials and workshops, vocal and instrumental tuition, and other administrative tasks. 50% of the role will generally be devoted to administrative responsibilities including recruiting, training, and organising timetables and audition schedules for Performance Fellow staff. Administrative responsibilities require liaison with the music programme team and in particular programme convenors, proposing and implementing curriculum design and assessment and assessment schedules. The Director of Performance (Instrumental) will also be a key link for students on performance-related papers.

The Director of Performance (Instrumental) will also undertake some teaching in their area of expertise.

The focus of the Director of Performance (Instrumental) role is to work with the Director of Performance (Vocal) to deliver a vibrant, engaging and performance-centred programme.
They will assist academic staff in teaching and administration, and in the organisation of teaching and assessment in performance. The role holder is not primarily responsible for any papers but is expected to be involved in liaison with academic staff across all performance-related papers in music.

This is a teaching and academic administration focused position. The Director of Performance (Instrumental) is not required to undertake research or complete higher degrees as part of their role, and as such are not eligible to apply for research funding. However, some supervision of postgraduate students is permitted in consultation and agreement with the programme team and, if appropriate, the Graduate School.

3. ACCOUNT ABILITY

The Director of Performance is responsible to the Head of School of Arts.
The Director of Performance is supervised by the Programme Convenor for Music.

4. KEY RELATIONSHIPS:

- Head of School
- Music Programme Convenor Director of Performance (Vocal)
- School Administrative team
- School Manager
- School Technical Staff
- Performance Fellows
- Students

5. KEYTASKS

Having regard to the aims and objectives of the University and the long-term strategic goals of the School/Faculty/Division and the University:

- Recruit Performance Fellows on an annual or as required basis with the assistance of other Music staff
- Schedule and organise student auditions (where appropriate)
- Organise and schedule performance teaching (including assessment) in voice and instruments
- Participating in curriculum design/re-design
- Organise and schedule assessment activities
- Under supervision, lecture, tutor, and supervise vocal and instrumental tuition at undergraduate and postgraduate level
- Under supervision, carry out paper marking and assessment activities
- Organise, train and supervise the work of Performance Fellows
- Undertake related paper administration activities
- Assist with the development of teaching materials and paper revision under the supervision of the paper coordinator
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New

staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCESTANDARDS

The Director of Performance will be performing satisfactorily when:

- Performance tuition is of a high quality and uses modern teaching and assessment techniques.
- Performance Fellows are well organised and supported with the necessary resources.
- Paper Coordinators/Convenors and other academic staff are supported and assisted in paper administration and other related activities.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support departmental goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Preferred

- A postgraduate qualification in a relevant field.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Knowledge of music performance and vocal and/or instrumental tuition.
- Proven teaching skills at tertiary level.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative ability.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

Preferred

- Staff supervisory experience.
- Curriculum development skills.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach.
- Demonstrated ability to contribute and operate in a team environment.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- High levels of professionalism when dealing with staff and students.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes and service.
- Commitment to equal opportunity and to the University's partnership with Maori as intended by the Treaty of Waitangi.

November 2026