

Position Description

Director - RNZPBA Summer School

Last Updated: 22 April 2025



**ROYAL
NEW ZEALAND
PIPE BANDS'
ASSOCIATION**

Role Name	Reports to	Direct reports
Director - RNZPBA Summer School	Group Leader: Education	RNZPBA Summer School Administrator Summer School Tutor Team Summer School Management team

The Role

The Director of the RNZPBA Summer School is a pivotal leadership position responsible for the artistic, operational, and strategic success of the Association's flagship annual education programme. The Summer School serves as a cornerstone event in the RNZPBA calendar, bringing together pipers and drummers from across New Zealand for a week of intensive instruction, performance, and community building.

This voluntary role combines event management, tutor coordination, educational oversight, and stakeholder engagement to deliver a high-quality learning experience for participants. The Director plays a vital role in fostering musical excellence, strengthening tutor capability, and ensuring the long-term sustainability of the Summer School programme.

Key Responsibilities

Strategic Leadership and Programme Development

- Lead the planning and delivery of the RNZPBA Summer School in line with the Education Group's strategic objectives.
- Establish clear annual goals, aligned with the broader vision of the RNZPBA and its management group
- Develop partnerships with funders and prize sponsors to support ongoing delivery and growth.
- Create and manage an annual Summer School budget, including setting participant fees

Tutor and Support Staff Oversight

- Appoint and manage key support roles, including the Summer School Administrator and Boarding Supervisor.
- In collaboration with the Music Committee, identify and invite national and international tutors.
- Manage and hold tutors accountable to their roles, responsibilities, and the RNZPBA Code of Conduct.
- Facilitate pre-Summer School tutor meetings and delegate musical preparations and administrative responsibilities.

Event Planning and Logistics

- Oversee venue booking, timetabling, and equipment coordination.
- Lead the delivery of the January Summer School, including:
 - Student registration
 - Morning briefings and evening activities
 - Tutor recital
 - Student recital

Key Responsibilities ctd.

Participant Engagement, Programme Development and Educational Excellence

- Lead the ongoing development and refinement of the Summer School programme structure.
- Ensure the programme is engaging, inclusive, and meets the evolving needs of students and tutors across all ability levels.
- Coordinate high-quality workshops, classes, and seminars that support skill development and musical growth.
- Foster a welcoming, structured, and enriching environment that encourages participation and progression.
- Gather and use feedback from tutors and participants to continuously improve content, delivery methods, and learning outcomes.

Communication and Stakeholder Engagement

- Promote the Summer School through RNZPBA channels including the website, newsletters, and social media.
- Respond to enquiries and provide clear, timely communication to students and their families.
- Build and maintain relationships with key stakeholders including RNZPBA centres, bands, funders, venues, accommodation providers and community partners.

Skills & Experience

- Passion for piping and drumming, with a commitment to musical development and community leadership.
- Strong organisational skills and attention to detail.
- Proven ability to lead teams, manage events, and delegate effectively.
- Excellent interpersonal and communication skills.
- Experience in event planning, education, or arts administration is an advantage.
- Availability to commit to regular volunteer hours, particularly during the lead-up to and delivery of the Summer School.

Term and Commitment:

- This is a voluntary position. RNZPBA will cover approved travel and accommodation expenses related to the delivery of the Summer School.
- The role is appointed annually, with the possibility of renewal by mutual agreement.