



<u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: Pan Coordinator/Instructor	
JOB SUMMARY:	
Develops and executes pan programmes and activities within schools. The incumbent is also responsible for training students and preparing them for local and national competitions.	
REPORTS TO:	Multicultural Coordinator
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
• Install steel orchestras in all primary and secondary schools in Tobago. • Guide the process of Steelpan Lesson Plans for implementation. • Plans and implement enrichment courses for all Steelpan Instructors. • Plan and implement training as well as development programmes for the schools steel orchestras and Tutors. • Collect, verify and submit for payment monthly returns for Pan Instructors in schools. • Develop and institute rubric to continuously: • Evaluate Projects. • Update Investment profiles. • Map the progress of beneficiaries/respondents of the Unit's varied initiatives/projects. • Supervise steelpan playing in all schools in Tobago. • Assist in planning and executing other training activities conducted by the Unit. • Prepares requisitions for the Unit. • Plan and execute programmes and events involving school steel orchestras.	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE:	• Knowledgeable of Culture and the Arts. • Possess competencies in the delivery of new strategies in the management and implementation of Pan Education in Schools/Groups. • Demonstrate willingness to participate in on-going personal professional development experiences as a means of enhancing the instructional, intervention and assessment support provided to other Coordinators and Instructors.



SKILLS AND ABILITIES	• Skilled in the use of software programmes such as Microsoft Office Suite. • Good oral and written communication skills. • Must be competent Team Player. • Steelband management skills. • Sound steelband arranging skills. • Sound playing skills on at least one steelpan instrument. • Basic playing skills on all other steelpan instruments. • Have strong oral and communication skills. • Ability to prepare proposals and reports on programmes. • Classroom management skills
MINIMUM EXPERIENCE AND TRAINING:	
• Certificate or Diploma in Music Theory at Grade 5 Level or equivalent theoretical knowledge as evidenced by eight (8) years or more as a Musical Director of a recognized Symphony or Steel Orchestra.	