Position description

Position title
Handbook Writer - Piano

Australian Music Examinations Board Ltd, 5th Floor, 175 Flinders Lane, Melbourne

Honorarium
$5,000

Closing date Friday 10 May 2013

Return applications to General Manager, Australian Music Examinations Board Ltd
5th Floor, 175 Flinders Lane, Melbourne Vic 3000 or by email to:
office@ameb.edu.au

Further enquiries General Manager, AMEB Ltd
Phone (03) 8660 5800 or email office@ameb.edu.au

Australian Music Examinations Board

The Australian Music Examinations Board (AMEB) is a federal organisation, which conducts an Australia-wide system of examinations in the fields of music and speech and drama, with accreditation based on nationally recognised levels of achievement.

The AMEB is the most widely used music and speech assessment system in Australia. The Board is arguably the largest publisher of educational music in Australia.

The federal AMEB consists of AMEB Ltd, an incorporated company wholly owned by the six signatories to the AMEB Constitution. The Federal Board of AMEB Ltd comprises the six Directors appointed by the signatories.

The Federal Board sets national policy, determines syllabuses, sets written papers and publishes music and other learning materials, while State bodies conduct the Board examinations, set local rules and fees, train examiners and other staff, provide services to teachers and candidates and advise the Federal Board on policy.

Role of the Handbook Writer

The Handbook Writer will write material for the release of Series 17 Piano consisting of Handbooks from Preliminary to Grade 8. AMEB has developed the Handbook as an adjunct to the material presented in Grade Books. The Handbook series is intended to complement the Grade Book series, expanding the student’s concept of the pieces beyond the music in the Grade Books to encompass historical, contextual and analytical issues.

The purpose of the Handbooks is specifically to address the requirements of Section III of the examinations.

The Handbook texts differ from the Performance Note material in the Grade Books in that Performance Notes discuss the learning and technical difficulties of the works in the Grade Books and suggest strategies for the teacher to use to assist students to learn List Pieces. Writers of Handbooks are not required to discuss interpretative, learning or technical issues in the Handbooks, but will only deal with issues likely to arise in fulfilling the Section III requirements.

The Handbook Writer is expected to:

• Provide a commentary for each work in the Grade Book series that deals with all issues likely to be encountered in the examination of Section III requirements of practical examinations. Applicants can expect to write up to 600 words for each Level 1 work entry and up to 900 words for each Level 2 work entry.

• Proof read the first proof of the books in the publication cycle

The successful applicant will be credited in the publication and will be able to promote their appointment within their resumé.
### Assessment criteria

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<th>Criteria</th>
<th>Importance</th>
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<td><strong>Competencies</strong></td>
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<td>The ability to work to agreed timelines as part of a team environment and to accept feedback from editors/reviewers and Federal Office staff as necessary.</td>
<td>Essential</td>
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<td>Excellent written skills, encompassing the ability to write lively prose that explains difficult analytical issues to the intended teacher audience.</td>
<td>Essential</td>
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<td>The ability to work to a highly structured brief.</td>
<td>Essential</td>
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<td><strong>Experience</strong></td>
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<td>An academic position or equivalent professional experience, preferably at tertiary level.</td>
<td>Essential</td>
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<td>Knowledge of the requirements of AMEB examinations and an awareness of the kinds of matters likely to be raised in examinations in pursuit of the fulfillment of Section III requirements.</td>
<td>Essential</td>
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<td>Experience in preparing writing for publication.</td>
<td>Desirable</td>
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<td>An established profile as a music educator in the syllabus area.</td>
<td>Essential</td>
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<td><strong>Knowledge, skills and abilities</strong></td>
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<td>A tertiary degree or equivalent in music, preferably in musicology, analysis or theory.</td>
<td>Essential</td>
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<td>The ability to analyse music accurately. Extended study in stylistic analysis is an advantage.</td>
<td>Essential</td>
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### Project timeline

The Handbook Writer will be required to undertake the task between February and June of 2014.

The First Proof Reading Cycle will take place in July or August 2014.

### Applications to include

An address to the Assessment Criteria listed above.

Names and contact details for two referees.

A current resumé.