EDUCATION PROGRAM ADMINISTRATOR INFORMATION PACK

NOVEMBER 2026



The Book of Everything, 2026. Photo: Brett Boardman

18 Belvoir St
Surry Hills NSW 2010

admin +61 (0)2 9698 3344
fax +61 (0)2 9319 3165
box office +61 (0)2 9699 3444

mail@belvoir.com.au
belvoir.com.au

COMPANY B LIMITED
ACN 002 866 828
ABN 97 002 866 828

OVERVIEW

Job Profile:	The Education Program Administrator supports the delivery of Belvoir's education programs and activities through a range of practical and administrative tasks. The role is suited to someone with good organisational and time management skills with excellent attention to detail; who can provide administrative support across program planning and delivery, data management, communication and marketing with accuracy and care.
Hours:	Part Time (20 hours per week) Fixed Term two-year contract Office hours; 9.30am – 5.30pm Monday - Friday Weekend and evening work will be required for workshops and events.
Salary:	Commensurate with experience
Package:	Employer contribution to superannuation as per the Australian superannuation guarantee 20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months. 10 days sick leave per annum pro rata
Contract:	Fixed Term two-year contract
Reporting to:	The position reports to the Head of Education
Deadline:	**Wednesday 2 December, 5pm.**
Starting:	27 January 2027
To Apply:	Address the selection criteria. Include a resume. Include the names and daytime contacts of two referees. Maximum 4 pages.
Forward to:	Jane May, Head of Education +61 (2) 9698 6655 18 Belvoir St, Surry Hills, NSW 2010 Or jobs@belvoir.com.au



The Jungle and the Sea, 2026. Photo: Brett Boardman

KEY RESPONSIBILITIES

Education Program Administration & Coordination

- Provide administrative support to the Head of Education in delivering Belvoir's education programs and activities, including the Workshop Program, school visits, Young Belvoir Theatre Club, First Class teacher program, archival recording viewings, Work Experience and Work Placement programs.
- Coordinate program logistics, including workshop and room bookings, school invoicing and payment follow-up, artist availability and scheduling, travel and accommodation arrangements and correspondence with artists and participants.
- Undertake other administrative tasks associated with Belvoir's education programs and activities as required.

Systems & Communications

- Maintain accurate records and undertake administrative processes using Belvoir's CRM system (Tessitura), website content management system (WordPress) and Microsoft Office applications.
- Coordinate and distribute regular Education e-newsletters and other email communications using WordFly.
- Maintain professional and effective communication with Belvoir staff, artists, educators, program participants and external stakeholders.

Program Evaluation & Reporting

- Assist in collecting, compiling and maintaining participant feedback from Belvoir's education programs to support evaluation and future planning.

SELECTION CRITERIA

Aptitudes/Abilities/Skills

- Demonstrated attention to detail
- Proven high standards of written and oral communication and an aptitude for creating and maintaining administrative systems
- Strong organizational and time management skills with proven experience in working across numerous projects in a busy office environment.
- Demonstrated initiative to prioritise tasks to meet deadlines
- Experience and familiarity with Microsoft Office Suite, Tessitura (or similar CRM software) experience an advantage
- Aptitude for and preparedness to learn and work with Tessitura, Wordfly, Adobe InDesign or Canva and website content management systems (Wordpress).
- Commitment to access and community engagement is essential
- Current NSW Working with Children Check (WWCC) (essential) (or no barriers to obtaining one)

Knowledge

- Understanding of how an arts organisation functions on a day-to-day basis is preferred
- Knowledge of professional theatre is desirable
- Knowledge of NSW secondary school sector is preferred, willingness to learn about the NSW secondary school sector is essential
- An interest in and sensitivity to actors, artists, and the creative process.
- Familiarity with and sympathy to the aesthetic and philosophy of Belvoir and its work



Miss Peony, 2023. Photo: Joseph Mayers

ABOUT US

Company Information



When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment, and media professionals – formed a syndicate to buy the building and save the theatre. Forty years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors, and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammas and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone and former Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie, Angels in America, Brothers Wreck, Ivanov, Neighbourhood Watch, The Wild Duck, Medea, The Diary of a Madman, The Blind Giant is Dancing, Hamlet, Cloudstreet, The Book of Everything, Keating!, Exit the King, The Sapphires* and *Who's Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. Other income is derived from box office, development, and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors and co-CEOs are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au