# LEARNING COORDINATOR INFORMATION PACK

# NOVEMBER 2026



*Drive Your Plow Over the Bones of the Dead*, 2026. Photo: Brett Boardman

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COMPANY B LIMITED
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**OVERVIEW**

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| **Job Profile:** | The Learning Coordinator provides key support to the Head of Education in planning and delivering programs that provide students and teachers with insights into Belvoir's work and to facilitate the involvement of young people and educators in Belvoir's education programs and activities.<br><br>The role is suited to someone with knowledge and understanding of the NSW Drama curriculum; experience of working with young people in an educational setting, good organizational and communication skills and who is available to work evenings and some weekends as required. |
| **Hours:** | Part Time (20 hours per week)<br>Fixed Term two-year contract<br>Office hours; 9.30am – 5.30pm Monday - Friday<br>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<br>20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months.<br>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.<br>Include a resume.<br>Include the names and daytime contacts of two referees.<br>Maximum 4 pages. |
| **Forward to:** | Jane May, Head of Education<br>+61 (2) 9698 6655<br>18 Belvoir St, Surry Hills, NSW 2010<br>Or jobs@belvoir.com.au |



*A Room With A View*, 2026. Photo: Brett Boardman

**KEY RESPONSIBILITIES**

**Education Programs & Resources**

- Coordinate the participation of students, educators and young people in Belvoir's education programs, including the Young Belvoir Theatre Club, First Class teacher program, backstage tours and talks, archival recordings viewings, Work Experience and Work Placement programs.
- Plan and produce curriculum-based education resources that support the teaching and learning of Drama in NSW schools.

**Program Administration & Evaluation**

- Manage administrative requirements for education programs, including applications, enquiries, correspondence, promotion and record-keeping.
- Support the evaluation of education programs and activities to inform future planning and improvement.

**Communication & Collaboration**

- Maintain professional and effective communication with Belvoir staff, educators, students and external stakeholders.
- Work collaboratively across the organisation and comply with Belvoir's workplace policies, procedures and confidentiality requirements.

**SELECTION CRITERIA**

**Aptitudes/Abilities/Skills**

- An understanding of contemporary professional theatre practice and drama teaching practice in NSW secondary schools
- Demonstrated attention to detail

- Proven high standards of written and oral communication, including the ability to write learning resources for young people.
- Willingness to support young people's learning about theatre in a variety of practical ways; experience in relating to students and young people and a demonstrated understanding of teacher needs.
- Ability to respond to a wide range of enquiries from students, teachers, young people and parents.
- Strong organizational and time management skills with proven experience in working across numerous projects in a busy environment.
- A flexible approach to working hours, with the ability to attend and coordinate evening events, and weekends where required.
- Proficiency in Microsoft Office suite
- Commitment to access and community engagement is essential
- Current NSW Working with Children Check (WWCC) (essential)
- Current Australian First Aid and CPR qualifications (preferred)

**Knowledge**

- Knowledge and understanding of the NSW education sector, including the NSW syllabus (Stage 4, 5 and 6 Drama and English) (preferred)
- Understanding of best practice when working with children
- 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