



## Education Coordinator Information Pack

May 2017



Eryn Jean Norvill, Fayssal Bazzi, Mitchell Butel, Greg Stone, Zahra Newman and Robert Menzies in *The Government Inspector*, 2014.  
Photo: Lisa Tomasetti

## **Overview**

<b>Job Profile:</b>	The Education Coordinator is a part-time position reporting to Belvoir's Education Manager.
<b>Hours of work:</b>	32 hours per week (4 days). From time to time the spread of hours may vary to suit the nature of the work undertaken, including occasional weekend and evening work. The position is salaried and as such no overtime is payable.
<b>Package:</b>	10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata 10 days personal leave per annum pro rata
<b>Contract:</b>	Ongoing 6-month probation period
<b>Reporting to:</b>	Education Manager
<b>Reports:</b>	N/A
<b>Salary:</b>	Commensurate with experience
<b>Starting:</b>	Tuesday 25 July 2017
<b>Application:</b>	Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) that addressing the selection criteria.
<b>Forward to:</b>	Jess Vincent, Officer Manager 18 Belvoir St, Surry Hills, NSW 2010 Or <a href="mailto:reception@belvoir.com.au">reception@belvoir.com.au</a>
<b>Deadline:</b>	5pm, Friday 16 June



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhrr

## **Job Description**

### **The Education Coordinator will be responsible for:**

1. Maintaining systems and refining administrative processes to ensure the ongoing success and smooth running of Belvoir's Education Program, including using the company's CRM system (Tessitura) to book tickets for access programs and continued work on integration of past program data
2. Coordinating an extensive program of school workshops in different regional locations throughout NSW, as well as Sydney; creating schedules, confirming artist availability, arranging per diem payments, booking travel and accommodation for artists running workshops
3. Creating and emailing invoices for school workshops, recording and following up payments
4. Liaising with teachers and students, including answering enquiries and correspondence; meeting and greeting teachers in the theatre foyer before school performance and assisting FOH with seating school groups at schools performances
5. Facilitating and leading backstage tours for school groups who visit Belvoir
6. Managing work experience and VET work placement applications and supervising work experience and VET work placement students
7. Scheduling and supervising student viewings of Belvoir's archival recordings
8. Moderating post-show Question and Answer sessions with casts for schools audiences when required
9. Creating and sending a regular Education e-bulletin using mail2
10. Capturing and creating content about Belvoir's Education Program which can be shared on social media and Belvoir's website and arranging for appropriate permission from schools, parents and guardians
11. Providing support to the Education Manager in creating, editing and formatting and distributing learning resources, marketing materials and other Education program collateral
12. Printing, distributing, collecting and collating evaluation forms from Belvoir Education activities
13. Coordinating practical and administrative arrangements for Belvoir's Professional Development Workshops including bookings, photocopying of resource material, catering and communication
14. Providing support to the Education Manager in coordinating the practical and administrative arrangements for Belvoir's Youth Express and Theatre Enrichment programs and the Young Belvoir Theatre Club, including (but not limited to) booking spaces, scheduling, catering and communication
15. Coordinating mail-outs to schools, photocopying and scanning materials
16. Assisting the Education Manager and Belvoir's Marketing team in producing the yearly schools book; updating and maintaining the Education pages of Belvoir's website
17. Undertaking tasks relating to the Education Program and broader Belvoir activities, including fundraising activities, at the discretion of the Education Manager and Executive Director
18. Working effectively with all departments within Belvoir, including Box Office, Finance, Development, Marketing and Production, and communicating crucial information about Education activities
19. Balance competing project timelines and priorities to ensure all deadlines are met

# **Selection Criteria**

## **Essential**

- High-level written and verbal communication skills, with an aptitude for creating and maintaining administrative systems and demonstrated attention to detail
- Strong organisational skills with proven experience in working across numerous projects in a busy office environment
- Ability to create and maintain strong relationships with teachers with an ability to handle a range of enquiries from teachers, students and parents
- Aptitude for and preparedness to learn and work with Tessitura, mail2, Adobe InDesign, Outlook and other relevant software applications and website content management systems
- Knowledge of contemporary Australian theatre and the theatre industry with an interest in and sensitivity to actors, artists and the creative process
- Ability to work collaboratively as part of a small team and a preparedness to perform a variety of tasks, including data entry, invoicing and photocopying
- Current Australian Driver's License (required), preparedness to tour workshops to regional NSW when required; ability to work Saturdays and after hours occasionally throughout the year

## **Preferred**

- Background in arts administration with experience of coordinating and booking travel arrangements and artist schedules
- Knowledge of the NSW and national education sector, including the NSW syllabus (in particular, Stage 4, 5 and 6 Drama and English)
- Willingness to support young people's learning about theatre in a variety of practical ways; experience in relating to secondary students and a demonstrated understanding of teacher needs
- Aptitude for, and experience in, public speaking
- An understanding of the ethos and history of Belvoir as a company



## 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 professional - formed a syndicate to buy the building and save the theatre. Thirty 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 Geoffrey Rush, Cate Blanchett, Jacqui McKenzie, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza 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*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *Aliwa*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who's Afraid of Virginia Woolf?*

Belvoir's 2017 Season is the second under the Artistic Directorship of Eamon Flack, best known for his sold-out production of *The Glass Menagerie* in 2014 and for his 2013 Helpmann Award-winning production of *Angels in America*. Eamon Flack is widely regarded as one of Australia's leading theatre directors.



Miranda Tapsell in *A Christmas Carol*, 2014.  
Photo: Brett Boardman.



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.