

BELVOIR



Education Coordinator Information Pack

February 2019



The Cast of *Counting and Cracking* Photo: Brett Boardman.

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COMPANY B LIMITED
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Overview

- Job Profile:** The Education Coordinator is a full-time position reporting to Belvoir's Education Manager.
- Hours of work:** 40 hours per week (5 days), Monday to Friday. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work. The position is salaried and as such no overtime is payable.
- Package:** 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Free and reduced tickets to Belvoir shows and other industry events
- Contract:** Ongoing
6-month probation period
- Reporting to:** Education Manager
- Reports:** N/A
- Salary:** Commensurate with experience
- Starting:** ASAP
- Application:** Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) *addressing the selection criteria*. (Applications not addressing the criteria will not be considered).
- Forward to:** Vyvyan Nickels, Officer Manager
reception@belvoir.com.au
Or
18 Belvoir St, Surry Hills, NSW 2010
- Deadline:** C.O.B Monday 18 March



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

Education Coordinator

Primary Purpose

The primary purpose of the role is to extend Belvoir's engagement with schools, teachers, students and school communities and to increase the rates of paid participation in Belvoir's schools programs.

Job Description

The Education Coordinator will be responsible for:

1. Maintaining systems and refining administrative processes to ensure the ongoing success and expansion of Belvoir's Schools Program, including using the company's CRM system (Tessitura), the maintenance of the Education pages of Belvoir's website (Wordpress)
2. Creating and distributing marketing materials for Belvoir's schools program (including but not limited to schools performances, evening performances for schools, and workshops); include creating and sending a regular Education e-news
3. Coordinating and maintaining effective communications with teachers, schools and students including answering all enquiries and correspondence
4. Working closely with Belvoir's Marketing team to produce an annual Schools Book (or equivalent supplement to the Season Book) and any associated marketing collateral
5. Coordinating an extensive program of paid workshops for schools, held both at Belvoir and at schools throughout Sydney and greater Sydney (including workshops for students held on Saturdays and during OnSTAGE in February); including but not limited to marketing, workshop bookings (including booking workshop space), invoicing schools and following up payment, confirming artist availability, creating artist schedules, arranging artist pay
6. Identifying and facilitating new opportunities for paid schools' participation at Belvoir
7. Compiling and distributing a *What to Expect* document ahead of each production
8. Meeting and greeting school groups in the theatre foyer before school performance and running post-show Q&A sessions
9. Facilitating and leading backstage tours for school groups who visit Belvoir
10. Managing work experience applications and supervising work experience students
11. Scheduling and supervising student viewings of Belvoir's archival recordings, including invoicing
12. Capturing and creating content about Belvoir's Education Program which can be shared on social media and Belvoir's website and arranging for appropriate photo permission from schools, parents and guardians
13. Coordinating, collecting and compiling feedback and evaluation of Belvoir's schools programs, including online surveys using SurveyMonkey
14. Providing support to the Education Manager in creating, editing and formatting and distributing the Learning Resources connected to Belvoir productions
15. Providing support to the Education Manager in coordinating the practical and administrative arrangements for Belvoir's Western Sydney Workshops Program, Belvoir's Regional Workshop

Program, Enrichment Program, Teacher Professional Development Program and the Young Belvoir Theatre Club

16. Undertaking tasks relating to the Education Program and broader Belvoir activities at the discretion of the Education Manager and Executive Director
17. Working effectively with all departments within Belvoir, including Artistic & Programming, Box Office, Finance, Development, Marketing and Production, and communicating crucial information about Education activities
18. Balance competing project timelines and priorities to ensure all deadlines are met

Selection Criteria

We seek to appoint a highly motivated and entrepreneurial individual with the ability to drive an increased level of paid schools' participation at Belvoir. The successful candidate will need to be able to demonstrate that they can successfully meet most or all of the above listed duties. They will also be required to provide a current NSW Working With Children Check number and clearance letter to Belvoir prior to the commencement of their employment.

Essential

- Ability to create and maintain strong relationships with teachers with an ability to handle a range of enquiries from teachers, students and parents and to develop strong rapport with them.
- Proven background in arts administration, marketing and/or education.
- Experience of managing budgets, to maximise value from limited funds.
- High-level written and verbal communication skills, with an aptitude for creating and maintaining administrative systems and demonstrated attention to detail.
- Strong organisational and time management skills with proven experience in working across numerous projects in a busy office environment.
- Aptitude for and preparedness to learn and work with Tessitura, mail2 (or Wordfly), Adobe InDesign, Outlook and other relevant software applications and website content management systems.
- Preparedness to work Saturdays and after hours throughout the year, as required.
- Knowledge of best practice with regards to working with children
- Knowledge of contemporary Australian theatre and the theatre industry with an interest in and sensitivity to actors, artists and the creative process

Preferred

- Proven track record in generating revenue through programs for schools or other similar entities.
- Background in arts administration with experience of coordinating and booking travel arrangements and artist schedules.
- Experience in coordinating workshop programs for young people.
- Knowledge of the NSW and national education sector, including the NSW syllabus (in particular, Stage 4, 5 and 6 Drama and English)
- Current Australian Driver's License

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*, *Ivanov*, *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?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and is also part of the Adelaide Festival.

Belvoir is one of the 29 Major Performing Arts companies and receives both state and federal funding which amounts to around 17% of income. Other income is derived from box office, development and commercial activities. The company managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

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



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