

**EDUCATION COORDINATOR
INFORMATION PACK**

FEBRUARY 2024



The Master and Margarita, 2023. Photo: Brett Boardman

OVERVIEW

Job Profile: The Education Coordinator is responsible for supporting the Head of Education in the delivery of Belvoir's Education programs including but not limited to Belvoir's schools performances, workshop program, in-school enrichment programs, the Young Belvoir Theatre Club and First Class teacher program. The role involves daily liaison with teachers, students and workshop artists. The role is also responsible for creating and distributing marketing collateral and communications for Belvoir's Education programs.

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

The Education Coordinator is a member of the Education department at Belvoir and reports to the Head of Education.

The Education Coordinator is required to hold a current NSW Working with Children Check. The Education Coordinator will need to provide a clearance email and NSW Working With Children Check number to Belvoir prior to the commencement of their employment.

Hours: Full-time (38 hours per week)
9.30am – 5.30pm Monday - Friday
Some weekend and evening work will be required for workshops and events.

Salary: Commensurate with experience

Package: 11% Employer contribution to superannuation
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: 6 months trial period, then ongoing

Reporting to: The position reports to the Head of Education

Deadline: COB Monday 11 March

Starting: ASAP

To Apply: Address the selection criteria.
Include a resume.
Include the names and daytime contacts of two referees.
Maximum 4 pages.

Forward to: Fiona Hulton, Director of Marketing, People & Community
+61 (2) 9698 6215
18 Belvoir St, Surry Hills, NSW 2010
Or jobs@belvoir.com.au



Blue, 2023. Photo: Joseph Mayers

KEY RESPONSIBILITIES

- 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).
- Creating and distributing marketing materials for Belvoir's schools program (including but not limited to schools performances, evening performances, workshops, the Young Belvoir Theatre Club and First Class program); including creating and sending a regular Education e-news.
- Coordinating and maintaining effective communications with teachers, schools and students including answering all enquiries and correspondence.
- Coordinating an extensive program of paid workshops for schools, held both at Belvoir and at schools throughout Sydney, greater Sydney and NSW (including workshops for students held on weekends and school holidays 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 and creating artist schedules.
- Providing support to the Head of Education in practical and administrative arrangements from Belvoir's Western Sydney Workshops Program, Belvoir's Regional Workshops Program, Belvoir's Theatre Enrichment Program, the Young Belvoir Theatre Club and First Class program.
- Providing support to the Head of Education in creating, editing, formatting and distributing the Learning Resources connected to Belvoir productions, including the use of InDesign

- Meeting and greeting school groups in the theatre foyer before schools performances and running post-show Q&A session, where required.
- Scheduling and supervising student and academic viewings of Belvoir's archival recordings, including invoicing.
- Identifying and facilitating new opportunities for schools and young people's participation at Belvoir.
- Facilitating and leading backstage tours for school groups who visit Belvoir, where required.
- Supervising Work Experience and VET Entertainment Work Placement students.
- Take an active role in the promotion of Child Safety at Belvoir.
- Contribute to the 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 permissions from schools, parents and guardians.
- Assisting in the collecting and compiling of participant feedback from Belvoir's Education programs
- Undertaking tasks relating to the Education Program and broader Belvoir activities at the discretion of the Head of Education and Executive Director
- Working effectively with all department within Belvoir, including Artistic & Programming, Box Office, Finance, Development, Marketing and Production, and communicating crucial information about Education activities
- Balance competing project timelines and priorities to ensure all deadline are met.

SELECTION CRITERIA

Aptitudes/Abilities/Skills

- Ability to create and maintain strong, positive relationships with teachers with an ability to handle a range of enquiries from teachers, students and parents.
- Proven high standards of written and oral communication, with an aptitude for creating and maintaining administrative systems and demonstrated attention to detail.
- Proven background in arts administration, marketing and/or education
- Experience in coordinating and booking travel arrangements and artist schedules.
- Strong organizational and time management skills with proven experience in working across numerous projects in a busy office environment.
- 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.
- Experience and familiarity with a variety of software programs, including Microsoft Word and Excel, Tessitura experience an advantage, and proficient keyboard/typing skills.
- Aptitude for and preparedness to learn and work with Tessitura, Wordfly, Adobe InDesign and website content management systems.
- Experience working with a wide range of people in a changing and dynamic environment.
- Current Driver's License (preferred)

Knowledge

- Understanding of how an arts organisation functions on a day-to-day basis.
- Understanding of best practice when working with children
- Understanding of the NSW education sector, including the NSW syllabus (in particular Stage 4, 5 and 6 Drama and English) (preferred)
- 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 would be considered favourably



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, and has a position as one of Australia’s most innovative and acclaimed theatre companies. Landmark productions include *Counting and Cracking*, *The Jungle and the Sea*, *The Master and Margarita*, *The Wild Duck*, *FANGIRLS*, *Cloudstreet*, *Barbara and the Camp Dogs*, *The Drover’s Wife*, *The Glass Menagerie*, *Angels in America*, *Keating!*, *The Sapphires*, and many, many more.

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 13 awards including Helpmann awards for 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