

Thank you for your interest in our **Education & Community Programs Officer** position.

Aside from the information outlined in the job description other relevant details of the position are:

Job Overview

The role focuses across two areas;

- Coordinate the delivery of STC's Education & Community Program including day-to-day program administration for School Drama program, liaising with schools and delivery partners, and providing logistical support for Teaching Artists.
- Develop and deliver STC Education & Community's external marketing and communications, including stakeholder reporting.

This role also supports Sydney Theatre Company (STC) in grant writing in coordination with the Director of Business Development, Director of Private Support, Executive Director and other STC teams as required.

Hours of Work

This is a 12 month contract position. The usual hours of work are 8.30am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours

The position is based at The Wharf, Sydney Theatre Company, Pier 4 Hickson Road, Walsh Bay.

Salary and Entitlements

- Salary is dependent on skills and experience
- 4 weeks annual leave
- 10.5% Superannuation
- Complimentary tickets to STC productions (subject to availability)

Key Responsibilities

- Passion for the unique place that theatre can play in the lives and education of people
- Experience in coordinating education programs
- Demonstrated ability to work with a diverse range of stakeholders to achieve outcomes
- Excellent writing skills
- Excellent planning, budget management, organisational and communication skills
- Experience in grant writing and reporting
- Exceptional attention to detail
- Passion for and knowledge of leading and trending practice in drama/education/applied theatre programs
- Ability to contribute to business process improvements
- Flexibility with work hours (which may include occasional evening and weekend work) in order to meet deadlines
- Tessitura experience an advantage (but not essential)

Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to this position as outlined in the criteria below (see capabilities and competencies). **Please note, applications which do not address the selection criteria (capabilities and competencies) will not be accepted.**

Applications close at **9am on Monday 7th December 2020.**

Please forward your application to: recruitment@sydneytheatre.com.au

We encourage all applicants to read about the *School Drama™* program via the website www.sydneytheatre.com.au/schooldrama

*Must be Australian resident or hold current, appropriate working visa

The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.

For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website: <https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>

Job Description

<p>Position title: Education & Community Programs Officer</p> <p>Reports to: Director of Education & Community Partnerships (DECP)</p> <p>Direct reports: n/a</p>
<p>Job overview</p> <p>The role focuses across two areas;</p> <ul style="list-style-type: none"> • Coordinate the delivery of STC's Education & Community Program including day-to-day program administration for School Drama program, liaising with schools and delivery partners, and providing logistical support for Teaching Artists. • Develop and deliver STC Education & Community's external marketing and communications, including stakeholder reporting. <p>This role also supports Sydney Theatre Company (STC) in grant writing in coordination with the Director of Business Development, Director of Private Support, Executive Director and other STC teams as required.</p>
<p>Key Responsibilities</p> <p>Education & Community Program Coordination</p> <ul style="list-style-type: none"> • Work with the DECP to ensure the smooth operation of the department's key programs, particularly School Drama. Includes project coordination, scheduling of School Drama programs, managing Teaching Artist day-to-day concerns, timesheet processing, managing WWCC (Working with Children's Check) database, coordinating travel, catering and room bookings, coordinating Education photography and photography consent forms, managing Education image library, etc. • Support (with the DECP) the cohort of local and regional Teaching Artists through providing materials and advice, as required • With the DECP and The University of Sydney, coordinate the training of new and existing Teaching Artists • Developing external communication from STC to schools to promote or report on STC programs. • Coordinating drama program with Holdsworth Community, including scheduling and partner liaison • Coordinating backstage tours, including scheduling and internal department communications • Inputting into the Strategic Plan to ensure deliverables stated in the plan are met, such as reporting metrics are set up and captured, marketing opportunities fulfilled.

- Maintain in-depth knowledge of STC productions, attend Company runs and dress-rehearsals.

Communications and Advisory

- Coordinate Education communications and marketing, including e-newsletters, mail outs and program content and maintaining and updating the STC website, supported by Marketing
- Key liaison between Education and Philanthropy teams.
- Stay abreast of all activity and work collaboratively to achieving school reach, access and audience targets across all programming.
- Keep abreast of state and national curriculum, plus digital learning in both education and consumer environments with the team.
- Contribute to departmental planning sessions
- Attend Company functions and events as required from time to time.
- Represent the organisation at meetings and events
- Other duties as directed by the DECP

Grant Writing Work with Director of Business Development, Director of Private Support, Executive Director, Manager of External Relations and other staff to identify and select grant opportunities that would be appropriate for STC to apply for.

- Prepare submissions and proposals.
- Support the preparation and submission of reports and acquittals in a timely manner.
- Support the soliciting and servicing of funding partners, as necessary.
- Proactive stakeholder management and development, ensuring that funders are highly satisfied with their engagement with the Company.

Workplace Health & Safety

For the purposes of the Workplace Health and Safety Act and Regulations the Education Development Officer must ensure that they:

- take reasonable care of the health and safety of herself and others
- work in a safe manner and follows procedures introduced for her protection
- participates in any training or education necessary to enable her to work safely including familiarisation with the STC's WH&S Policy
- reports any unsafe work practices or conditions to supervisors
- cooperates with STC in their efforts to comply with Workplace health and safety requirements.

Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, the Education Development Officer must ensure that they:

- take reasonable steps towards minimising the environmental impact of her role and that of the Company
- work in an environmentally responsible manner and follows procedures introduced to this end
- participates in any training or education necessary to enable her to work sustainably including familiarisation with the Company's various green policies
- bring to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance
- co-operate with STC in their efforts to lead in the area of environmental sustainability.

Other information

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"> • Director of Education & Community Partnerships • Education Coordinator • Education Projects Manager • Teaching Artists • Executive Director • Philanthropy team • Director of Partnerships • Programming & Artistic Operations team • Marketing team • Box Office team • External relationships including partner organisations, tertiary partners, teachers and schools. 	<ul style="list-style-type: none"> • Passion for the unique place that theatre can play in the lives and education of people • Experience in coordinating education programs • Demonstrated ability to work with a diverse range of stakeholders to achieve outcomes • Excellent writing skills • Excellent planning, budget management, organisational and communication skills • Experience in grant writing and reporting • Exceptional attention to detail • Passion for and knowledge of leading and trending practice in drama/education/applied theatre programs • Ability to contribute to business process improvements • Flexibility with work hours (which may include occasional evening and weekend work) in order to meet deadlines • Tessitura experience an advantage (but not essential)

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.