

<b>Reports to:</b>	Head of Education	<b>PD Classification:</b>	Support
<b>Team:</b>	Operations	<b>Status:</b>	Full time
<b>Salary Range:</b>	\$65,000 - \$70,000	<b>Effective Date:</b>	
<b>Position Holder Signature:</b>			
<b>Manager Signature:</b>			

### Role Purpose

The Education Programs Manager is responsible for the logistical delivery of the Company’s national, annual education programs, as overseen by the Head of Education. The role organises the delivery of education programs including the Regional Access Program, Regional Teacher Mentorship, Student Workshops, Shakespeare Seminars, Teacher Masterclasses, Artist in Residence, Juvenile Justice program, John Bell Scholarship and Work Experience. The role also supports The Players and other Company programs and events as required. The role requires daily liaison with Australian teachers and students.

The Education Programs Manager contracts Teaching Artists for all education programs, including arranging briefings, scheduling information, touring information, resources, associated teacher liaison, and documentation as required to successfully deliver these programs.

The role works closely with Bell Shakespeare’s Development team, assisting with grant applications and acquittals as required, and ensuring requirements for reporting are secured for funded programs.

The Education Programs Manager is required to have a sound knowledge of both Shakespeare and the teaching of Shakespeare in Australian schools, as well as demonstrated experience in education contexts.

The Education Programs Manager is required to keep accurate financial tracking and deliver the programs to budget, as overseen by the Head of Education. The Education Programs Manager is required to regularly report to the Head of Education about education program activity and events, and ensure clear communication with all associated personnel and the wider Company at all times.

### Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

### Significant Working Relationships

**Direct Reports (by position title):**

- N/A

**Other Key Relationships:**

**Internal**

- Education Sales Coordinator;

- Resident Artist in Education;
- Company Manager/Deputy Company Manager;
- Ticketing and Data Manager;
- Development staff;
- Finance staff;
- Teaching Artists; and
- The Players.

**External**

- Theatre venues
- Teachers and students at schools nationally
- Arts Education contacts nationally

**Key Result Areas (KRA)**

<b>Key Result Area:</b>	<b>1. Logistical delivery of education programs</b>
<i>Key Tasks</i>	
<ul style="list-style-type: none"> <li>• Organise the logistical delivery of education programs (excluding The Players) including dates, logistics, scheduling and briefings, maintaining necessary and regular communication with Teaching Artists and external stakeholders, as overseen by the Head of Education;</li> <li>• Organise the scheduling, allocation, contracting and training of Teaching Artists for the education program, as overseen by the Head of Education;</li> <li>• Plan travel and accommodation booking requirements, and organise associated touring allowances owed to Teaching Artists and any other persons as relevant to education programs, in consultation with Company Management;</li> <li>• Coordinate and deliver teaching resources to Teaching Artists as required for education programs and activity;</li> <li>• Support the delivery of the Company’s online Shakespeare education programs and resources, including the Shakespeare Hub;</li> <li>• Organise training for Teaching Artists as required;</li> <li>• Organise regional activities and outreach initiatives with external stakeholders including the Regional Access Program, scholarships, teacher events, Juvenile Justice program and Artist in Residence programs;</li> <li>• In consultation with the Head of Education, develop the annual education program activity planner and scheduled tour dates;</li> <li>• Provide information to Teaching Artists and other personnel as relevant to education programs delivery in a manner that is clear and comprehensible and within required time frames and budgets to meet current Award conditions;</li> <li>• Ensure that all touring logistics proposed are achievable and approved by Head of Education; and</li> <li>• In consultation with the Head of Education, ensure relevant education stakeholders are invited to opening nights and Company events.</li> </ul>	

<b>Key Result Area:</b>	<b>2. Financial tracking of education programs</b>
<i>Key Tasks</i>	

- Organise all pays and allowances owed to Teaching Artists in the delivery of education programs;
- Deliver quotes for the Artist in Residence program to schools, in consultation with the Head of Education;
- Monitor and track expenditure against the annual education budget, as set by the Head of Education;
- Ensure the Head of Education is informed promptly of any budget challenges or unexpected overspend, obtaining approvals as appropriate;
- Regularly check and report on the annual expenditure for accommodation, travel and allowances for all Teaching Artists and other personnel as relevant to education programs and assess against allocated budgets;
- Develop cost effective strategies and efficiencies for the delivery of education programs; and
- In consultation with Company Management, update any Award increases for allowances, payments or salaries on a regular basis.

**Key Result Area: 3. Reporting**

*Key Tasks*

- Provide regular reports of education programs to the Head of Education on a weekly basis and for reporting as required;
- Ensure the Head of Education is regularly informed of Teaching Artist contracting, allocation and scheduled training;
- Regularly liaise with the Development team regarding education program funding opportunities;
- Assist with funding applications and acquittals as required;
- Provide statistics for education programs as required;
- Monitor and report on expenditure pertaining to all relevant wages, allowances, travel and accommodation;
- Ensure Teaching Artists are abreast of Company expectations and contract requirements;
- Work with the Development team to ensure data is captured for education programs as per reporting requirements; and
- With the Head of Education, ensure that the Company is kept informed of education program activity and that information is distributed efficiently, accurately and regularly to Bell Shakespeare stakeholders.

**Key Result Area: 4. General Responsibilities**

*Key Tasks*

- With the Head of Education, continually work to improve and expand the reach and impact of Bell Shakespeare's education program;
- With the Head of Education, ensure the work of Bell Shakespeare's education programs is of the highest standard;
- Widely communicate about the Company's education programs to internal and external stakeholders;
- Liaise with Australian teachers and students in a professional, appropriate and accessible manner, upholding the Company's reputation at all times;

- 
- Via the successful delivery of the Company's extensive education program, ensure Australian teachers and students are well-supported with high-quality Shakespeare resources and programs;
  - Instill a sense of Company pride in Teaching Artists and other personnel as relevant to the education program, including regular communication, support and visits as required; and
  - Represent Bell Shakespeare Learning in appropriate forums including conferences as required.

---

**Position Attributes**

**Educational Qualifications**

*Essential*

- N/A

*Desirable*

- Relevant tertiary qualification in education
- Relevant tertiary qualification in arts management

**Experience**

*Essential*

- Arts industry experience
- Proven experience in education contexts
- Experience in touring and travel logistics

*Desirable*

- Experience in teaching/classroom experience
- Experience in working with teaching artists
- Experience working in a theatre, arts or festival environment

**Knowledge**

*Essential*

- A thorough understanding of the nature of a performing arts company
- Understanding of Australian schools, curriculum and teaching requirements
- A sound understanding of Shakespeare and the teaching of Shakespeare in Australian schools
- Proficiency in the use of Microsoft Word and Excel

*Desirable*

- Current First Aid Certificate
- Driver's licence

**Behavioural Skills**

*Essential*

- Understanding of the challenges facing Australian teachers and students
- Ability to problem-solve and manage schedules of activity under time pressures
- Ability to prioritise and manage multiple competing programs
- Attention to detail
- Proficiency in written and verbal communication
- Ability to contribute to a team and to work effectively within it
- Passion for arts education and theatre