MALTHOUSE

ARTISTIC AND PROGRAMMING TEAM

EDUCATION COORDINATOR

POSITION DESCRIPTION

Reports to:	Senior Producer. With quarterly strategic reviews of the program with the Executive.
Works closely with:	<u>Internal</u> Artistic & Programming team, CRM & Ticketing Manager, Box Office Manager, Front of House Manager, Marketing & Communications team. <u>External</u> Contract Artists, Schools and Teachers, Department of Education.
Salary:	$80,000 – 85,000 p.a. pro-rata, plus superannuation. This is a part time (0.6 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some full-time hours and evenings may be required.
Contract:	Fixed term to December 15, 2027.

POSITION SUMMARY

Malthouse Theatre is seeking an energetic and engaged Education Coordinator to deliver the company's award-winning Youth and Education program. The Education Coordinator is the key link between Malthouse Theatre, secondary schools and the wider education sector, building strong relationships and coordinating all delivery details including schedules and contracts. This includes but is not limited to engaging workshop leaders, facilitators, and artists. The Education Coordinator also develops and produces education resources and materials to support the program, including Prompt Packs for VCE Playlist productions, online and in-person workshops, and resources to support *The Suitcase Series*, our award-winning program for Year 9 and 10 students.

The position will also facilitate the Malthouse Artist Development Program (MADP), liaising with the artists selected to work inside the company across the year, as well as working with the Artistic Team to design and deliver our Workshop series.

If you bring experience in arts education or a related field or are a producer with education experience and/or a keen interest in the sector, and have excellent communication, administrative, customer service and digital skills, this role offers the opportunity to build meaningful relationships with stakeholders across all areas of the Malthouse Youth and Education program.

COMPANY PROFILE

Malthouse creates electric theatre productions that connect audiences to our shared humanity through joy, irreverence and rigorous craft**.** Our vision is to be the country's favourite destination for new theatre events that thrill audiences through empowering artists to tell compelling and diverse stories.

Malthouse offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements including work-from-home days, and a free and confidential Employee Assistance Program.

EQUAL OPPORTUNITY

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.

KEY DUTIES AND RESPONSIBILITIES

Stakeholder relationship management

- Maintain and build positive, highly engaged relationships with teachers and the wider education sector
- Positively represent Malthouse – and our Youth and Education programs - at industry events and functions.
- Build positive, open and highly effective relationships with internal stakeholders at Malthouse Theatre and keep the company informed of education sector concerns, priorities, and responses.
- Ensure responsive feedback from the sector informs an annual program review process towards ongoing improvement.

Program Management

- Work collaboratively with the Senior Producer to design and deliver key initiatives.
- Create and manage relevant project budgets.
- Manage VCE Drama and Theatre Studies Playlist applications, and associated activities and resources for Playlist productions.
- Support the Development Manager to seek opportunities for support, including providing research and coordinating applications for funding opportunities.
- Contract specialist service providers and/or consultants as required and ensure all contracted teaching artists and other creatives are engaged according to program and budget requirements.
- Provide expert support to the Marketing and Communications Team, for the coordination and production of the Malthouse Education digital communications and assets.
- Coordinate production of education resources including Prompt Pack design and distribution, video interviews, workshops, and other materials as required.
- Design and deliver Malthouse Education events, workshops, and other events as required.

Program Administration

- Maintain systems and administrative processes to ensure the ongoing success and smooth running of the Youth and Education activities.
- Support the Box Office Manager and facilitate education bookings for *The Suitcase Series* using Tessitura (CRM system), always ensuring that relationships with schools are well supported.
- Maintain *The Suitcase Series* online web portal.

- Support the Marketing and Communications department to maintain and update digital collateral and materials including the Education webpage regularly.
- Liaise across the year with the artists participating in the Malthouse Artist Development Program.
- Work with the Artistic Team to design and deliver the annual Workshop series.
- Other administrative duties as required.

KEY SELECTION CRITERIA

The successful applicant will demonstrate the following:

1. High level written and verbal communication skills, and experience with digital publishing software (WordPress experience desirable) and other digital content management systems to create quality content and communications.
2. Demonstrated project management and/or producing skills with ability to work across multiple projects to a high standard of delivery.
3. An aptitude for creating and maintaining administrative systems and demonstrated attention to detail.
4. Ability to create and maintain strong relationships with a range of stakeholders, with experience with CRM software (Tessitura experience desirable).
5. Knowledge of VCE Theatre Studies and Drama study design.

INHERENT PHYSICAL REQUIREMENTS

The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. Please contact admin@malthousetheatre.com.au for more information about the access support we can provide.

More information about access in our venue can be found here malthousetheatre.com.au/visit-us/access.