



## POSITION DESCRIPTION

West Australian Symphony Orchestra

<b>POSITION:</b>	<b>Education Manager</b>	
DEPARTMENT:	Community Engagement & Education	
LOCATION:	445 Hay Street Perth, WA	
UNDERLYING AWARD:	Live Performance Award	
CLASSIFICATION:	Production and Support Staff	
AWARD LEVEL:	Eight (8)	EFFECTIVE DATE: 12 November 2019

### 1. PURPOSE OF POSITION

The Education Manager works closely with various educational institutions, the Orchestra and WASO Administration to develop, facilitate, and project manage WASO's Education and Young and Emerging Artist programs, in accordance Community Engagement & Educations strategic plan and relevant internal and external policies and procedures. This role has a strong emphasis on consultation, collaboration, people management and communication.

2. KEY RELATIONSHIPS	
REPORTS TO	Executive Manager, Community Engagement & Education
DIRECT REPORTS	Nil
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> <li>Orchestral Management</li> <li>Philanthropy and Corporate</li> <li>Marketing</li> <li>Artistic Planning</li> </ul>
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> <li>WA Primary &amp; Secondary schools</li> <li>Department of Education, AISWA &amp; CEO</li> <li>Department for Culture and the Arts</li> <li>Education Coordinators with other Australian Orchestras</li> </ul>

3. WASO VALUES	BEHAVIOURAL REQUIREMENTS
INNOVATION AND EXCELLENCE	To strive for excellence and innovation in every task
LEADERSHIP	To be a champion of orchestral music in our region and be a leader in the performing arts sector
PASSION AND INSPIRATION	To be passionate and committed to providing our audiences with inspiring and memorable experiences
RESPECT AND TEAMWORK	To cultivate relationships that are based on teamwork, honesty and mutual respect

4. KEY RESPONSIBILITIES:	
	<ol style="list-style-type: none"> <li>Project Management – Education and Young &amp; Emerging Artists programs</li> <li>Networking to build &amp; Key Relationships</li> <li>Market Educational Programs</li> <li>Budget Compliance &amp; General Administration</li> </ol>

KEY RESULT AREA	MAJOR ACTIVITIES
<ol style="list-style-type: none"> <li><b>Project Management</b> <ul style="list-style-type: none"> <li>- Music Education program</li> <li>- Young and Emerging Artists program</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>In consultation with the EM, Community Engagement, design and coordinate the Company's Music Education and Young and Emerging Artists programs in accordance with the strategic plan and education policies of the company. These programs include but are not limited to: <ul style="list-style-type: none"> <li>- Education Chamber Orchestra (EChO)</li> <li>- Primary and Secondary School Education programs</li> <li>- Composition Project</li> <li>- WASO on the Road touring;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate presenters for the Education and Young &amp; Emerging Artists program as required;</li> <li>• Represent the company, coordinate logistics and provide general support whilst travelling with the Orchestra on education and outreach programs which are conducted within and outside of Perth, as required; and</li> <li>• Assist with audience and other participants' requirements during education program events.</li> </ul>
<b>2. Networking to build &amp; maintain key relationships</b>	<ul style="list-style-type: none"> <li>• Maintain effective advisory and support networks with the Department of Education, Department for Culture and the Arts, and independent educational organisations including AISWA and CEO.; and</li> <li>• Assume responsibility as the primary point of contact within WASO for all external groups and individuals with regard to WASO educational activities.</li> </ul>
<b>3. Marketing Educational Programs</b>	<ul style="list-style-type: none"> <li>• In collaboration with the EM, Community Engagement provide artistic input, copywriting and proofing for Education season brochure, social media, website programs and other collateral as required;</li> <li>• School/community resources;</li> <li>• In collaboration with the Marketing Manager, coordinate educational materials and resource kits for school or community use.</li> </ul>
<b>4. Budget Compliance and General Administration</b>	<ul style="list-style-type: none"> <li>• Coordinate a calendar of WASO Education program events;</li> <li>• Update Education contact data;</li> <li>• Prepare correspondence to community representatives, contractors, government authorities etc.</li> <li>• In collaboration with the EM, Community Engagement coordinate the allocation of resources to the Education and Young and Emerging Artists program within budget parameters.</li> </ul>

## 5. CORE COMPETENCIES AND SELECTION CRITERIA

### a) Skills:

- Excellent written/verbal presentation and communication skills
- Ability to foster networks within relevant Government, Education and Performing Arts communities.
- Computer literate across the Microsoft suite
- High level of attention to detail
- Ability to set priorities, meet deadlines and manage time effectively;

### b) Qualifications and Knowledge

- Tertiary qualification in music / education / performing arts, or equivalent demonstrated experience
- Knowledge of the WA Education system and curriculum
- Knowledge of symphonic repertoire and ability to read music
- Experience working in education or for a performing arts company

### c) Attributes

#### Required:

- Highly creative approach to work;
- A passion for the Arts and working with young people;
- Self-sufficient with a positive 'can-do' attitude;
- Able to work autonomously and as part of a small team;
- Willingness and ability to travel;
- Willingness to work outside normal business hours; and
- Willingness & ability to attend WASO concerts relevant to the education programs.