



Education and Families Officer

Program Description

Regional Arts Victoria (RAV) is a not-for-profit regional arts organisation in Victoria and one of the state's twelve major cultural organisations. RAV provides leadership and a range of innovative arts and cultural development programs for regional, remote and outer metropolitan Victorian communities. RAV's major programs include its **Education and Families** program, the largest in-schools touring program in Victoria, *Creative Communities*, a cultural development program assisting the work of over 100 affiliate groups throughout regional and rural Victoria and *Performing Arts Touring*, the most comprehensive touring program for regional audiences in the state.

The Education and Families department works in close partnership with a range of major cultural organisations (the National Gallery of Victoria (NGV), Centre for Youth Literature (State Library of Victoria), ArtPlay (City of Melbourne) and smaller, independent artists and companies. This diversity allows for increased access to arts performances and workshops for young people across regional Victoria with connections to a variety of subjects and learning areas.

In 2012, the program is broadening its scope and points of access by re-branding the program (previously known as 'arts2GO') and initiating closer relationships with venues (through VAPAC), regional city councils, libraries, galleries and other unique venues. This change is represented through the distinction of the programs available to engage young people in the arts:

- **Arts on the Road** – a touring program taking performances and workshops to schools and communities in both metropolitan and regional Victoria. This program has specific dates of availability in different locations across the state, and caters for young people aged five to 18.
- **Arts on Call** – performances and workshops available any time of the year. The majority of these opportunities will occur in metropolitan Melbourne but can be provided to schools and venues in regional locations when requested. Three of the programs featuring in Arts on Call are also touring with Arts on the Road, all with a similar target age range.

The artistic programming for **Education and Families** is fully curated and is of a high standard. Since 2003, Regional Arts Victoria has demonstrated its commitment to contemporary theatre for young people by commissioning and co-producing new theatre works for the program in partnership with renowned arts

practitioners, philanthropic organisations and other presenters in the arts and education sector. These include *The Forwards* (Zeal Theatre, 2004), *The Minds War Made* (Petty Traffickers, 2003), *Off the Canvas* (Complete Works Theatre Company, 2005), *The Best Little Town in the World* (Zeal Theatre, 2006) and *Hoods* and *War Crimes* (Real TV, co-commissions with Sydney Opera House, 2006 and 2011).

In addition to these programs, Education and Families also works on a small number of integrated and / or collaborative projects each year, including *Eco-Cubby* with Artplay.

Through this program, RAV meets the following core objectives:

- To provide opportunities and support for involving young people in the arts
- To ensure all who live in regional Victoria have access to culturally meaningful arts experiences
- To ensure the Indigenous voice is heard in everything we do

1. General Description

The **Education and Families Officer** will provide direct assistance to the **Education and Families Coordinator** as well as broader responsibilities across the organisation:

Core	Assistance with the day-to-day administration and co-ordination of Education and Families
Organisation wide	According to skills, experience and interest, contribute to the planning and development of the Education and Families program
Other	Contribute to special projects as required and as available

2. Position Objectives

- 2.1 To play a key role in the delivery of **Education and Families** in accordance with the policies and practices of Regional Arts Victoria, within budgetary requirements and constraints and as directed by the Education and Families Coordinator.
- 2.2 To creatively contribute to the development and growth of the program.
- 2.3 To maintain advanced and accurate record-keeping systems across the program in order to provide relevant information for the preparation of Board and other corporate reports and be prepared to supply such information to the CEO, the program managers and other RAV staff as may be required.
- 2.4 To actively contribute to the achievement of RAV's broad objectives through participation in planning and review processes, special initiatives

and the promotion of organisational values.

3. Key Responsibilities and Duties

3.1 Delivery of the Education and Families program

Day to day administration and coordination

- Deal with correspondence to and from a broad range of schools, government and non-government stakeholders
- Processing bookings and subsidy application forms
- Scheduling tours, compiling and distributing Letters of Confirmation
- Communication with teachers in regards to changes to tour itineraries
- Liaising with artists re tour itineraries and evaluation, including the preparation and distribution of tour kits and insurance/payment enquiries where appropriate
- Ensuring confirmations are returned and tour schedules finalised
- Demonstrate initiative in dealing with problems that will occur from time to time and diplomacy in dealings with all external stakeholders
- Assist with the compilation and lay-out of Teachers' Notes
- Collection of attendance records and entry into database
- Collection and compilation of Evaluation Forms
- Responding to external enquiries about the Program
- Booking freight, vehicles, accommodation etc
- Collating qualitative and quantitative data as requested by the Education and Families Coordinator
- Maintain and update schools database
- General assistance to the Program Co-ordinator as required

Marketing & Communications

- In consultation with the Program Co-ordinator and Media and Marketing Manager, implementing the marketing and promotion of tours and the Education and Families program via fax, email, hard copy and online journals including Lowdown and YPAA newsletter, **Education and Families** e-Newsletter and contribution to e-Groundwork
- Assisting with copy and coordination of distribution for all printed promotional material, including annual brochure
- Targeted marketing of tours as directed
- Maintaining website content and information as required
- Prompt reply and attention to queries
- Attendance at peak teacher conferences and other promotional events, ensuring **RAV** is represented in a professional manner at all times

3.2 Development of the Education and Families program

- Contribute creatively to the ongoing development of the **Education and Families** program
- Be an effective representative for **RAV** at industry forums and other events

- Assist in the preparation of funding applications and grant acquittals as directed by Program Manager
- Research into special areas of interest as directed by Education and Families Coordinator
- Participating in active discussions with teachers and networks in order to keep abreast of developments in the arts and education sector
- Continuous improvement of **Education and Families** systems
- Minute-taking for the Australian Children's Theatre Foundation (ACTF) and assistance with commissions and other special projects relating to the ACTF as required
- Assist with the planning and facilitation of teacher and producer meetings each year

4. Organisational Relationships

Reports to Reporting staff	Education and Families Coordinator
Internal	RAV administrative staff and as directed by Education and Families Coordinator RAV Director, Managers, Regional Arts Development Officers (RADOs), administration staff, special project staff, the RAV Board and Board Advisory Committees
External	Schools, including individual teachers; peak teacher associations; state and federal arts ministries; Alcoa of Australia; Australian Children's Theatre Foundation; Department of Education and Early Childhood Development (DEECD); producers, companies and other arts organisations; peer organisations in other states; individual artists.

5. Key Selection Criteria

Essential

- Tertiary qualification or commensurate experience in the arts and/or education
- Excellent verbal and written communication and presentation skills
- Experience and understanding of customer relationships, sales and / or marketing
- Excellent computer and data entry skills
- Ability to work independently, with initiative and without direct supervision
- Exceptional organisational and time management skills
- Ability to work under pressure and prioritise tasks
- Proven team player, including an awareness of and respect for team goals and being an active participant in achieving team goals
- Ability and willingness to take action in order to improve procedures or avoid potential problems
- Commitment to reducing inconsistencies, eliminating risks and errors
- Drive to improve one's own performance and that of the organisation

- Focus on delivering customer needs
- Ability to adapt to a variety of situations and work effectively with internal and external stakeholders
- Good working knowledge of the role of the arts in education and engagement of young people, particularly in a regional context

Desirable

- Knowledge and understanding of regional Victoria
- Knowledge and understanding of the touring environment, specifically in relation to live performance and/or schools' touring
- Marketing skills and experience
- Project administration skills and experience

6. Conditions of Employment

In summary:

Contract	Following successful completion of a three month probation, a two year contract will be offered
Salary Range	Based on 38 hrs/week, using a flexi-time and time-in-lieu systems (the position will occasionally require after hours work during peak periods), \$36,000 – \$38,000 per annum
Annual Increase	Maximum of 3% salary increase per annum
Superannuation	Statutory minimum, currently 9% of salary
Leave	Four weeks annual planned leave Long Service after of 12 weeks after 10 years, accessible on a pro-rata basis after 7 years Sick, compassionate, parental and special leave available as per relevant award
Professional Development	Professional development available and encouraged
Review	Standard three month probation and an annual review

Applications close 5.00 pm on Friday 3 February 2012

Please mark your application ***Private and Confidential*** and email to enquiry@rav.net.au