

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Education Projects Coordinator
Reports to: Director of Education
Supervises: Nil
Location of Job: Perth
Appointment type: Full-time Permanent



Musica Viva Australia's Purpose

Musica Viva Australia exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

Musica Viva Australia's Mission

To enrich communities across Australia by making live chamber music accessible to everyone.

Musica Viva Australia's Vision

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

Purpose of position

Musica Viva Australia's Education programs are developed mainly for a primary school audience and are comprised of live performance, digital resources, and teacher professional development.

The Education Projects Coordinator is a member of the Education team, supporting the Director of Education and wider team with administration and logistical support for a broad range of special projects.

Reporting/working relationships

The role reports to the Director of Education and has close working relationships with the Education team as well as key staff in the State Offices, Marketing, Operations and Finance departments.

DUTIES AND RESPONSIBILITIES

Under the direction and guidance of the Director of Education, this role has the following duties and responsibilities:

- Provide administrative support to the Director of Education in the management of internal and external stakeholder relationships, including but not limited to the preparation of Education reports, research for internal and external presentations and the collation of information for funding applications
- Support national colleagues to review program impact and prepare Annual Review document
- Oversee ethical and safe record keeping of social and impact studies undertaken for all Education programs including the National Residency program
- Support the WA Team with project management support of the National Music Education Residency Program

- In consultation with the Director of Education to execute key strategies and oversee associated change management
- Liaise with Operations and Artist Manager, Education to manage project requests with State Managers and teams including Equal Music
- Coordinate logistics for Director of Education including travel, stakeholder communications, reporting, expenses, accounts, run sheets, Education department annual calendar and other documentation.
- Support Director of Education, Education and Marketing team with campaign management and customer experience including TESS systems
- Assist the Creative Producer and Program Coordinator with special digital content projects as required

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

Knowledge, Skills, Qualifications & Abilities:

- Demonstrated experience in an administration position within a not-for-profit, arts-based or similar organisation
- Strong time management and superior organisation skills
- Experience coordinating projects, data analysis and reporting.
- Excellent oral and written communication skills
- Demonstrated strong customer service and interpersonal skills and ability to work in a team
- Experience across PC operating systems and software and proficiency in CRM programs (Tessitura or similar) desirable
- Knowledge of music, music education and/or the broader music industry and how schools operate internally desirable.
- Due to the nature of our work and potential for contact with vulnerable people, it is a requirement that you be fully vaccinated against COVID-19, as well as up to date with any recommended booster shots.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **EPCC23 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Cassandra Lake, Director of Education by email clake@musicaviva.com.au or Jennifer McCleary People & Culture Manager by email jmccleary@musicaviva.com.au

Please include a well written and appropriately detailed covering letter, as applications lacking appropriate information may not be considered. Please ensure the application is sent straight to our jobs email address jobs@musicaviva.com.au with the correct job code quoted in the email subject line.

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Applications close: Wednesday 6 December 2023

<https://www.musicaviva.com.au/our-story/employment/>