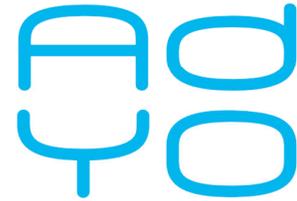


Adelaide Youth Orchestras

adyo.com.au



EDUCATION COORDINATOR POSITION DESCRIPTION

Reporting to:	Executive Director
Salary Range:	Available on request
Position type:	0.6 – 0.7 PTE (3-3.5 days/week); Monday – Wednesday, negotiable with the preferred candidate.
Contract State Date:	Commence in February/March 2022, with the view to renew on an ongoing 12-month basis (Department for Education funded position); with an initial 6-month probation period.

About Adelaide Youth Orchestras

Adelaide Youth Orchestras (AdYO) celebrates 21 years of providing world class development programs and career pathways for South Australia's brightest young musicians. With players as young as eight presenting an exhilarating program of concerts for diverse audiences across the state, Adelaide Youth Orchestras delivers professional orchestral training in an inclusive and creative environment and is essential to Adelaide's role as a UNESCO City of Music. Through music we aim to foster life skills including leadership, discipline, collaboration and fun. When our young musicians experience the intensity and delight of performing orchestral music together, their lives change forever.

Position Overview

The Education Coordinator will plan, manage, implement, evaluate and expand AdYO's Schools program, and support/expand AdYO's community engagement.

DUTIES INCLUDE (BUT NOT LIMITED TO)

Schools Program

- Serve as primary liaison between the organisation and schools to develop relationships, including site-visits when necessary.
- Logistics - Schedule and coordinate school performances including suppliers, cartage and transport and ensure costs are kept within budget.
- Work with the Executive Director to monitor and ensure schools content and delivery are successful and appropriate.
- In association with the Executive Director, develop and forward plan future strategies for Regional touring, and develop further relationships with communities and schools, whether through stakeholders, or direct connections.
- Managing Occupational Health and Safety (including COVID-Safe) policies and procedures for schools' tours and adhere to policies that address anti-discrimination, bullying and harassment and privacy.
- Develop and maintain a database which includes up-to-date information about schools, contact details, attendance figures, and other logistical and demographic information, music teachers (instrumental and classroom).

- Develop assessment tools and prepare quarterly reports to include schools visited; numbers; feedback from schools and performers; costs incurred; time taken and other logistics; development and distribution of an annual survey for schools.
- Assist in grant applications for School Touring Program.

Community Engagement

- Assisting the Executive Director and other stakeholders to contribute to the development of ideas and strategy to enhance the existing program for the future especially in relation to delivery, performance and potential.
- Coordination of AdYO's chamber group performance program.

Administration

- Assisting the Executive Director, as required, with the operational needs of the organisation.
- Membership Recruitment throughout the year as required and, in the lead, up to yearly auditions.
- Box Office and weekend concert programming assistance.
- Sharing an active role in day to day administration.
- Other duties as required to ensure smooth running of the office and organisation.

SELECTION CRITERIA

Essential

- Passion for and knowledge of leading practice in music, young people, and community arts programs.
- At least 2 - 3 years' experience in administration, ideally in the arts, community and/or education sectors, or prior experience as a classroom (or instrumental) music teacher.
- Demonstrated ability to work with a diverse range of stakeholders to achieve outcomes, including the capacity to resolve issues in a timely and effective manner.
- Excellent writing skills, and attention to detail and accuracy.
- Ability to contribute to cultural change, new ways of thinking, and embracing diversity and equality.
- Flexibility with work hours (which may include occasional weekend work) in order to assist with AdYO concert(s) requirements.

Desirable

- Background knowledge in orchestral repertoire, instrumentation, and rehearsal/performance procedures.

APPLICATIONS

Please forward a cover letter that responds to the key selection criteria (no more than 2 pages) and a resume that includes the contact details of two referees as a single PDF to adyo@adyo.com.au (Attn: Ben Finn, Executive Director) by **5pm, Monday 17 January**. Applications will be treated in confidence, and interviews will take place on Thursday 20 and Friday 21 January.

The Education Coordinator role will work on-site at Adelaide Youth Orchestras office at Carclew (North Adelaide) 0.6 – 0.7 PTE (3-3.5 days/week); negotiable with the preferred candidate. Please note: all onsite personnel at Carclew will be required to be fully vaccinated against COVID-19 in line with Carclew's consideration of SA Government direction for all South Australian education settings.



Adelaide Youth Orchestras is a Child Safe organisation and the Education Coordinator must have, or be able to obtain, a Working with Children Check, and complete the Responding to Risks of Harm, Abuse and Neglect (RRHAN) training. Current First Aid training is essential for this position.

Enquiries about the role can be directed to Ben Finn (adyo@adyo.com.au) and will be answered the week commencing 10 January 2022 (AdYO office is closed over the Christmas/New Year break).