

EDUCATION MANAGER POSITION DESCRIPTION

OVERVIEW

Victorian Opera is the state opera company of Victoria. We make creative, accessible and relevant work for everyone while acknowledging the traditions and evolving our artform. We exist to reimagine the potential of opera and musical theatre for everyone.

The next generation of talent is developed from the ground up and creating future pathways for artists, artisans and technicians has become a driving focus for our organisation. The Education Manager contributes to this through the administration of initiatives such as our innovative Access All Areas: Livestream Program, Beyond the Stage program, work placements, New Work Opera Studio, and the Victorian Opera Youth Chorus Ensemble (VOYCE).

OUR VALUES

Humanity: Our people are vital to everything we do. We provide an environment that fosters personal development and professional growth so that our teams are our toughest critics, biggest challengers, and loudest supporters.

Integrity: We strive to uphold the highest standards in all our actions and endeavour to be exceptional citizens in the communities in which we live and work.

Respect: We respect the individual human rights and privacy of everyone, overcoming all forms of discrimination, whether based on belief, ethnicity, nationality, gender or physical ability.

Diversity: We embrace diverse voices and stories and encourage their development whilst continually seeking to learn from them.

Leadership: We lead in our field by reimaging and evolving our art form through new Australian work, nurturing current and future talent and adopting emerging technology.

Creativity: Our creativity knows no bounds and we declare the wonder of the human voice and its capacity to touch heart, bring joy and open windows on the marvellous in art.

Excellence: We pursue excellence in everything we do.

ROLE DESCRIPTION

The Education Manager is responsible for the development, delivery and administration of opportunities for learners of every age to explore the wonder of opera.

The role collaborates with the Victorian Opera Leadership Team, working closely with the CEO, Marketing, Ticketing, Development, Production and Finance Teams, plus external Education Consultants to provide industry leading Education & Pathway programs.

The Education Manager reports to The Chief Executive Officer (CEO)

DUTIES

- Leading engagement with various school and tertiary sectors, subject associations along with educators and students to create awareness and participation in Victorian Opera's broad array of Education & Pathway events and programs.
- Fostering networks within relevant Government, education, performing arts communities, and language associations to promote existing programs and create new opportunities.
- Designing imaginative and innovative approaches to education programs for the performing arts and complimentary subjects, in-line with current State and National Curriculum.
- Creation of supporting education materials for Victorian Opera productions (i.e. education resources, audience guides, online and in-person workshops) including research, writing, commissioning and editing of material. Then working with the Marketing and Sales Team on the production of this material.
- Liaise with the Finance and Ticketing Departments regarding invoicing and fee payments, ledgering these payments and preparing lists of unpaid invoices and fees for follow-up.
- Coordinate with internal and external ticketing/account managers on attendance, seating plans and FOH requirements for Education shows and events to provide a high level of service to those accessing Education & Pathway programs.
- Answering varied queries around education bookings including, but not limited to; procedures, EH&S, content warnings, busses, and school bags to name a few.
- Set up and monitor registration portals/pages for the various programs on offer in the Education & Pathways Department. Then process registration details in the CMS, generate invoices and send confirmation emails.
- Provide administration support to, and supervising rehearsals for the Victorian Opera Youth Chorus Ensemble (VOYCE) and New Work Opera Studio.
- Oversee the Work Experience program and coordinate placements for university interns.
- Facilitate the Youth Ambassadors program to promote opera to the next generation of audiences.
- Fulfill the role of Child Safety officer for Victorian Opera to ensure Child Safety policies and protocols are being followed whilst also overseeing child employment practices.

REQUIREMENTS

- A demonstrated understanding of school administration and Child Safe practices with current WWCC or VIT registration.
- First-class written and communications skills and successful designing of teaching resources highly desirable.
- Team orientated work focus with highly developed team and project management skills.
- Professional experience in arts education, preferably with experience in the design of education programs with professional singers, musicians and conductors with knowledge of operatic and associated activities.
- Experience using Tessitura and WordFly is preferable or use of other CMS and communication software. Strong ICT skills with a willingness to learn is an ideal attribute.
- A commitment to the creation of meaningful and engaging learning and pathway opportunities.

TIME FRACTION AND RENUMERATION

- Full-time
- LPA: Production and Support staff: Level 8 + superannuation.
- Hybrid working environment available.
- TOIL and expect out of standard office hours during production seasons

CHILD SAFETY

Victorian Opera Company Limited is strongly committed to the safety and well-being of all children that interact with our organisation as employees, audience members, education program participants or otherwise by creating and maintaining a child safe environment. The welfare of children entrusted under our care is our priority and we have zero tolerance for child abuse.

As this role will involve being the dedicated Child Safety Officer as well as contact with school-aged children, the Education will be required to undertake modules of mandatory child safe and other training.

HOW TO APPLY

If you think you have the skills and experience required for this role, we'd like to hear from you. Please submit a Cover Letter addressing the role duties and requirements along with your CV outlining your previous experience including 3 referees to recruitment@victorianopera.com.au

APPLICATIONS CLOSE

9.00 am, Tuesday 2 August 2024

All recruitment and promotion of employees at Victorian Opera will be based on merit regardless of sex, race, marital status, sexual preference or religion. We aim to recruit a diverse range of people with a diverse range of talents to help us achieve our goals.