

Position Description

Education Coordinator

Goal

To oversee shake & stir theatre co's Education Programs

Duties

Classes

- Co-ordinate and oversee shake & stir theatre co's after school drama classes (Primary) including maintaining a database of available teachers and rostering classes accordingly
- Hiring, training and assessing teaching staff
- Lesson planning, directing performances, liaising with teachers and parents
- Planning and implementing training procedures for new staff
- Maintenance of student roles and payments
- Develop monitor and manage shake & stir's Education budget
- Teaching classes as required
- General maintenance and upkeep of education programs

In-School Residencies, Masterclasses and Holiday Workshops

- Facilitate shake & stir theatre co's In-School residencies, Masterclasses and Holiday Workshops
- Identify opportunity for growth of In-School residencies, Masterclasses and Holiday Workshops
- Working with the shake & stir management team develop and implement strategy to realise this growth

Other duties and Training

- As part of the core shake & stir team, assisting with other activities from time to time as required

Reporting and authority relationships

The position reports directly to the Artistic Directors. The position supervises a team of after school Drama Instructors.

Salary

Starting at \$30 000 - \$35,000pa + Super.