

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Professional Development Manager
Reports to: Director of Education
Supervises: Professional Development Coordinator
Location of Job: Zetland on Gadigal Land
Appointment type: Permanent Part-time 0.8FTE (*hybrid & flexible arrangements available*)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of position

Musica Viva Australia's Education (MVAIS) programs are developed mainly for a primary school audience and are comprised of three elements: 1) live performance, 2) digital resources and 3) online teacher professional development. The Professional Development Manager acts as a Senior Educator, providing high-level music education, professional development and curriculum expertise in the development of new education programs and the maintenance of existing programs, working within the Artistic Development Education team to ensure the highest quality artistic, education and business outcomes.

Using subject matter and pedagogical expertise, this role also works collaboratively with the Creative Producer to ensure the educational rigor of new resources and that content is curriculum aligned.

Led by the Director of Education, this role has significant planning and managerial responsibility as well as creative input into Musica Viva Australia in Schools (MVAIS) resources, so that all resource materials are of the highest quality, meet the needs of the target audiences, and are delivered efficiently and effectively.

The position works closely with the Director of Education, Creative Producer and the Professional Development Coordinator. In the delivery of online and Face to Face PD, this position also works closely with the state teams, marketing and development teams.

Responsibilities:

Professional Development

- In conjunction with the Director of Education, State Education Managers and Education team implement national face-to-face and digital PD program for teachers, including oversight of all national and state specific PD including Music Education Skills for the Primary Classroom online course and PD Webinars
- Oversee deliver MVAIS PD presentations nationally online, including support to new PD presenters to build capacity of MVA to deliver high quality PD in each state/territory.

- Apply for all NESAs and TQI accreditation applications
- Oversee feedback and evaluation surveys and the analysis of results in order to make program improvements.
- Engage all presenters, facilitators and musicians for Professional Development program
- Keep abreast of latest trends in PD and resources, particularly for audiences of diverse access needs, early childhood and pre-service teachers.

New and existing Musica Viva Australia In Schools programs

- Act as a consulting member of MVAIS show development and recording team for new programs, music educator expertise of written and multimedia resources.
- Design and oversee the creation of teacher professional development material for each new Education program, including written and multimedia material, aligned with artistic objectives, and ensuring educational and curriculum objectives are met with input from Creative Producer and Digital Coordinator as needed.
- Regularly review and provide feedback into existing professional development resources, including consultation with the Education team and artists to ensure quality educational outcomes of performances by MVAIS groups.

Organisational Responsibilities

- Maintain healthy work relationships 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 his/her competency or training from time to time.

Knowledge, Skills, Qualifications & Abilities

A range of skills will be valuable for this role:

- 5 years' experience as a music education specialist in primary and/or secondary classroom teacher
- Strong writing and content creation skills
- Orff, Kodaly or Dalcroze Eurhythmics training
- Strong presentation skills in running workshops for adults – both face-to-face and online
- High level project management experience, with a proven ability to manage teams and meet budgets and deadlines
- High level of interpersonal, communication and organisational skills
- Availability to travel and work flexible hours as needed
- Demonstrated experience in a Mac/PC environment, as well as with Microsoft Office skills
- Up-to-date Working with Children clearance, or the ability to obtain such clearance

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 **PDM026 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 and Culture Manager, by email jmccleary@musicaviva.com.au

MVA 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 : 30.04.2026