



## JOB DESCRIPTION

**Job Title:** Education Administrator NSW NT & Tasmania (NNaT)  
**Reports to:** Education Manager NSW NT & Tasmania  
**Location of Job:** Sydney on Gadigal Land  
**Appointment type:** Permanent Part-time (0.8FTE)

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### 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

The Education Administrator (NSW, NT & Tasmania) provides key administration and marketing support to the Education Manager (NSW, NT & Tasmania) regarding sales of the Musica Viva In Schools (MVIS) program and professional development to schools and teachers in these states.

### Reporting and Working Relationships

The position reports to the Education Manager (NSW, NT & Tasmania) for overall accountability and works closely with the Education Coordinator (NSW, NT & Tasmania) but also deals with the Director of Education and National Education Team, state colleagues.

The Education Administrator NSW, NT & Tasmania is also expected to sustain working relationships with external clients and artists in the delivery of the MVAIS program to schools.

### Responsibilities:

- Support delivery of marketing activities including telemarketing, email campaigns and other promotional activity.
- Respond, as first point of contact, to phone and email enquiries from teachers and musicians.
- Process booking forms and check information provided, following up with schools for missing information, and distributing information to schools as required.
- Coordinate the distribution and collection of information to schools, including digital resources, pre-visit forms, final attendance numbers, and invoices.
- Coordinate all Musica Viva Australia In Schools evaluation activities, tracking response and compiling reports as needed.



- Liaise with schools to secure payment of invoices.
- Coordinate PD activities including liaising with presenter and venue, arranging catering, distributing handout notes/certificates of participation, and uploading NESA accreditation as necessary.
- Attend and assist at PD sessions as required.
- Upload teachers and schools to the MVAIS digital platform for State teams and assist in the maintenance of this as needed.
- Database entry, maintenance and updating.
- Attend occasional school performances and complete evaluations on each performance.
- Any other duties 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 your own health and safety and for the health and safety of anyone else who may be affected by your 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 organization.
- 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**

- 1-2 years previous experience in an administration role within a not-for-profit, arts-based or similar organisation
- Demonstrated strong time management, organisation, and multitasking skills with a good attention to detail.
- Excellent oral and written communication skills
- Strong customer service and interpersonal skills
- Eligibility for Working with Children Check Energetic self-starter, able to work with minimal supervision in a flexible team environment. Some out of hours work required.



- Resilience and an ability to keep calm under pressure.
- Experience with software such as Word, Excel and CRM
- Understanding or experience with Tessitura or other databases
- Music and/or education experience desirable
- A current drivers' licence preferred.

**To apply:**

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the essential and desirable qualities detailed above to [jobs@musicaviva.com.au](mailto:jobs@musicaviva.com.au).

Note: In the subject of the email add the following code **EANNAT25 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 Jennifer McCleary People & Culture Manager by email [jmccleary@musicaviva.com.au](mailto:jmccleary@musicaviva.com.au)

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome and encourage applications from First Nations people, people who identify as having disability, people who identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

If at any stage of the process you require any adjustments due to disability or having access needs, please let us know.

**Applications close: xxx**