



JOB DESCRIPTION

Job Title: Education Manager, NSW NT & Tasmania
Reports to: Director of Education
Location of Job: Sydney on Gadigal Land
Supervises: Education Administrator NSW NT TAS
Education Coordinator NSW NT TAS
Appointment type: Permanent Part-Time (*0.8 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

The Education Manager NSW, NT & Tasmania is the key relationship holder with schools and school teachers in NSW, Northern Territories and Tasmania, and holds chief responsibility of sales of the Musica Viva Australia In Schools (MVAIS) program and professional development to schools and teachers in those states/territories, complementing the schools' music curriculum and fostering children's interest in and love of music.

Reporting and Working Relationships

The position reports to the Director of Education and supervises the Education Coordinator NSW NT TAS and the Education Administrator NSW NT TAS and casual/contract staff when their work is specifically related to NSW NT or Tasmania. The position also has strong working relationships across the Education, Marketing and Development teams.

Responsibilities:

Revenue Generation

- Establish and maintain strong relationships with teachers and schools, to achieve annual MVAIS targets for NSW, Tasmania and NT.
- Implement NSW, NT and Tasmania state-based sales and marketing strategy, including induction of short-term paid staff and volunteers.
- Manage and maintain effective communications with teachers and principals in NSW, NT, and Tasmania, including visiting target schools to help in achieving set targets.
- Maintain relationships with Regional Conservatoria in NSW.



Professional Development program

- Work with Professional Development Manager, plan annual teacher PD calendar for NSW, NT & Tasmania including identifying region needs and securing venues.
- Leverage contacts with teachers and schools to achieve annual PD targets for NSW, NT and Tasmania.
- Work with Marketing & Communications Department to execute effective marketing of PD events, including personal communication with schools and principals when necessary.
- Attend and host PD events when budget permits around NSW, NT & Tasmania.

Special projects and residencies

Under the direction of the Director of Education assist with the delivery of funded projects and residencies in NSW, NT and Tasmania, including:

- Liaise with target schools/teachers in funded regions in order to fill touring schedules
- Distribute subsidy funding as well as other distributions prescribed by funding proposals
- Organise and attend meetings in target regions as required
- Provide participant feedback, managers feedback, MVAIS and PD stats on funded projects when requested.

Administration

- Assist in the maintenance of the NSW, Tasmania & NT component of the national Tessitura database, ensuring all information is up to date and complete.
- Be aware of and assist with (when necessary) scheduling and re-scheduling for all metropolitan concerts and country concert tours plus professional development seminars and other MVAIS events adhering to artist availability and school requests.
- Maintain relationships with MVAIS Artists servicing NSW, NT & Tasmania, and attend relevant meetings and professional development sessions for musicians.
- Engage and manage casual staff and volunteers, as required and as budget allows.

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

- At least two years' experience in an arts administration role
- Demonstrated knowledge of the music education and/or music industry
- Demonstrated understanding of the workings of schools, particularly in NSW
- Excellent oral and written communication skills
- Excellent customer service and interpersonal skills
- Strong sense of initiative
- Experience with software such as Word, Excel
- Experience with Tessitura or other databases
- Strong time management, superior organisation and multitasking skills
- Tertiary Music, Music / Education or Arts Management qualification and/or music teaching experience, particularly in a primary classroom environment desirable
- A full clean driver's licence

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.

Note: In the subject of the email add the following code **EMNNAT25 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 jmcclary@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 LGBTIQA+, 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: We are actively assessing applications as they arrive for a start asap. Don't miss out on this great opportunity—apply now!