



POSITION DESCRIPTION – ARTS LEARNING COORDINATOR

The Song Room is a nimble, entrepreneurial for-purpose organisation that levels the learning playing field for Australia's most disadvantaged young people. It does this through the delivery of impactful, sustainable and scalable arts learning programs, delivered in partnership with schools across the country.

Independent research has unequivocally demonstrated that The Song Room's Arts Learning programs lift the academic performance, school attendance, social-emotional wellbeing and community involvement of Australian school children.

The Song Room vision is that all Australian children have the opportunity to participate in music and the Arts to enhance their education, personal development and community involvement, giving them the best possible start in life.

Whatever your role at The Song Room, you directly contribute to addressing the educational equity gap for some of Australia's most disadvantaged young people.

The Song Room is recruiting an innovative, passionate and outstanding Arts and educational professional who is determined to make a positive change in the lives of young people in Australia.

RESPONSIBILITIES AS A MEMBER OF THE SONG ROOM TEAM

These are the responsibilities that are expected as a member of The Song Room. Many of these responsibilities will be achieved collaboratively:

- Visibly demonstrate the values and philosophy of The Song Room
- Champion and lead a collaborative working environment
- Enact the strategic work of The Song Room - develop, enable and implement the strategic plan
- Drive innovation and seek creative initiatives that achieve systemic, organisational improvement
- Develop strong and productive relationships with a range of stakeholders
- Provide internal expertise and professional learning to other members of the Arts Learning team around matters within their area of responsibility
- Promote The Song Room and its achievements to internal and external communities
- Monitor and manage budgets where directed and within the area of responsibility
- Actively support and participate in external events that celebrate the work of The Song Room

KEY PURPOSE

The Arts Learning Coordinator is responsible for effectively supporting the implementation and delivery of Arts Learning programs across the country. Reporting to the National Arts Learning Manager, and working collaboratively with the wider Song Room team, the Arts Learning Coordinator will work with a number of stakeholders in order to deliver impactful and sustainable Arts Learning programs.

The Song Room is entering an exciting phase, working in long-term partnerships with federal and state governments and across the education sector. The Arts Learning Coordinator will effectively coordinate and maintain strong partnerships with schools, educators and teaching artists.



KEY OUTCOMES

The following outcomes define the expectations of the role that should be visible and evident. The Arts Learning Coordinator will:

- Under the direction of the National Arts Learning Manager, implement, coordinate and monitor Arts Learning Programs, such as TLC, in schools and educational settings throughout Australia.
- Establish and maintain strong partnerships and relationships with school communities and Teaching Artists, with an understanding of contemporary Australian education, to effectively deliver Arts Learning programs.
- Participate as a high-performing member of the Arts Learning team who is highly motivated, proactive, cohesive and professional, demonstrating a commitment to implementing The Song Room's vision and goals.
- Collaborate and communicate strong working relationships with other members of the Arts Learning team and wider organisation.
- Generate ideas for improvement, innovation and change.
- Under the guidance of the National Arts Learning Manager, monitor expenditure of Arts Learning programs.
- Support the Arts Learning team in reporting to funders in a timely and efficient manner.
- In consultation with the National Arts Learning Manager, provide timely and effective resolutions and assistance to schools, Teaching Artists and wider organisation. This includes dealing with confidential and sensitive matters.
- Commit to child safety and adhere at all time to The Song Room's Child Safe Policy and Code of Conduct.

KEY RELATIONSHIPS

- National Arts Learning Manager - the Arts Learning Coordinator reports to this position
- Teaching Artists
- Teachers
- Arts Learning Managers, Coordinators and the wider organisation

ESSENTIAL CHARACTERISTICS, QUALITIES & SKILLS

- Demonstrated alignment with The Song Room's ethos, vision and values.
- Demonstrated skills in coordination of Arts Learning programs.
- Understanding and experience of working in Australian schools in order to effectively deliver programs.
- Strong interpersonal, communication and negotiation skills, with demonstrated ability to build rapport, interact effectively at all levels of The Song Room, and build authentic, collaborative and productive relationships.
- A high level of emotional intelligence.
- Demonstrated ability to interpret and extrapolate information and analyse results.
- Demonstrated capacity for innovation and innovative thinking : a creative and critical thinker open to new possibilities.
- Problem-solving skills and a growth mindset.



- High level written and verbal communication skills with an ability to present complex information simply, clearly and succinctly to a range of audiences.
- A strong moral and ethical compass and a capacity to cultivate credibility and honesty.
- A high level of confidentiality and discretion.
- A strong community and service ethic and commitment to deliver exceptional service.
- Demonstrated flexibility and an ability to adapt and operate effectively in a demanding and changing business environment.

EXPERIENCE, QUALIFICATIONS & REGISTRATIONS

- Previous experience in coordination of Arts Learning programs in a Primary or Secondary School context or in an Arts organisation
- A minimum of an undergraduate degree in an Education or Arts related field
- A postgraduate qualification in Education and current registration with the Victorian Institute of Teaching (desirable).
- A current Working with Children Check (WWCC) in lieu of registration with VIT

Position descriptions may be amended from time-to-time by The Song Room to meet its changing requirements.

Note: As part of your role you have an obligation to always ensure child safety is paramount and report any concerns that you have, in line with our duty of care obligations. You will be required to always have a current working with children check We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.