

Education & Engagement Manager

POSITION DESCRIPTION



AUSTRALIAN
BRANDENBURG
ORCHESTRA

POSITION

Education & Engagement Manager

REPORTS TO

Head of Artistic Planning & Management

POSITION SUMMARY

In consultation with the Head of Artistic Planning & Management and the Artistic Director, the Education & Engagement Manager is responsible for the effective engagement, and the design and delivery of activities for teachers or students of primary or secondary education and community groups.

This role will ensure all activities run smoothly and efficiently, are appropriately staffed, have accurate documentation and resources, and reflect current industry best practice in respect of performing arts education. It also ensures that the experience of all participants and stakeholders is of a high standard, that casual tutors are well supported, and all programs for young people, vulnerable people and teachers meet the Brandenburg's commitment to providing a child safe environment.

Some weekend and variable hours of work will be required to support the needs of Brandenburg's program of activities.

This Position Description will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

The Education & Engagement Manager duties include but are not restricted to the following:

KEY RESPONSIBILITIES

1. Devise and implement strategies for the creation of engaging education programs and engaging community programs.
2. Work collaboratively with colleagues to develop an education profile and engagement profile within the Brandenburg.
3. Coordinate the production and delivery of education programs and engagement programs and events. This will include scheduling of programs and event, venue liaison, hospitality and staffing requirements.
4. Managing the involvement of our musicians and staff in the understanding of our education programs and engagement programs.
5. Manage and organise touring ensembles for the delivery of these programs.
6. Serve as the primary contact for matters relating to the learning program and community engagement opportunities.
7. Build strong relationships with educators and community partners to enable opportunities for the development of new projects.
8. Design course content and resources for to facilitate our programs.
9. Collaborate with the education industry to identify new trends in learning.
10. Maintaining Brandenburg's professional relationship with education sector and NPAP colleagues.
11. Ensure Brandenburg's Child Safe procedures and policies are implemented for relevant musicians and staff.
12. Undertake any other duties as required by the Head of Artistic Planning & Management or supervisor.

13. Adhere to all Work, Health and Safety requirements.
 14. Store activities and information in ArtsVision software.
 15. Maintain accurate and up to date company files in all areas of responsibility.
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KEY RELATIONSHIPS

Internal

Artistic Director, Head of Artistic Management & Planning, Orchestra Manager, musicians and staff of the Australian Brandenburg Orchestra

External

The Education and Engagement Manager is responsible for building and maintaining relationships across a wide cross section of the community including but not limited to; schools, community groups, tertiary education institutions, youth/community orchestras, hospitals and aged/retirement communities, church groups, partner arts organisations, artists and local governments/councils.

SELECTION CRITERIA

Essential

1. Qualifications/experience working in arts education, including practical experience related to music and orchestras, and the administration and delivery of arts and/or education training programs.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively in a fast and deadline delivery environment.
4. Demonstrated budget management skills and an ability to confidently plan and coordinate a high volume of varying tasks for self and others.
5. Sound IT skills, with the ability to operate competently in an MS Office environment & ArtsVision.
6. Understanding of the operation of audio and visual equipment for delivery of presentations and/or concerts.
7. Understanding of live performance work environment and stage management principles.
8. Knowledge of Child Safe Environment National Principles and practices and experience working with children.
9. A valid Working With Children Check is mandatory.
10. Demonstrated willingness to embrace organisational change including use of technology.
11. An ability to analyse and problem solve in the context of change and continuous improvement is required.

Desirable

1. Experience in a not for profit and educational environment.

Special Requirements

1. The position will require regular evening and weekend work to attend and support Brandenburg events and performances.
 2. Willingness and physical ability to undertake manual handling of equipment as required.
 3. Current "C" class driver's license and ability to travel/tour with the orchestra.
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OUR VALUES

At the Australian Brandenburg Orchestra and Brandenburg Foundation we value:

- **Innovation and leadership**
We value innovation and leadership in a consultative and supportive way.
- **Service commitment**
We are responsive in the way we deliver our services.
- **No surprises**
We anticipate issues and opportunities which will have an impact on our work, alert those people who will be affected and equip them to deal with them.
- **Fairness, diversity and social justice**
We value diversity and treat each person with fairness and respect.
- **Integrity**
We consistently act honestly and ethically. We provide frank and fearless advice.
- **Delivery**
We focus on outcomes, work collaboratively and deliver quality results on time.

Reports to:	Head of Artistic Planning & Management	
Last Updated by:	Head of Artistic Planning & Management	13March2025
Approved by:	Chief Operating Officer	13 March 2025