



## Job and Person Specification

<b>Title of Position</b>	Public Programs Coordinator
<b>Reports To</b>	Chief Executive Officer
<b>Organisational Unit</b>	Administration
<b>Classification</b>	Clerical
<b>Date</b>	May 2023
<b>Salary Range</b>	\$62,057.47pa FTE (pro rata fortnightly hours) plus statutory superannuation General Staff level 5.1 Educational Services (Post-Secondary Education) Award 2020
<b>Employment Type</b>	Full-Time
<b>Authorities</b>	Nil

<b>Acknowledgement</b>	<p>I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.</p> <p>Signed by Employee: .....</p> <p>Name of Employee: .....</p> <p>Date: .....</p> <p>Signed by CEO: .....</p> <p>Date: .....</p>
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### SUMMARY OF THE POSITION

Reporting to the CEO, this position is responsible for coordinating the development and delivery of public programs at Adelaide Central School of Art. The position involves working across a variety of external engagement activities with general public audiences, youth audiences, schools and graduates. Coordinate the delivery of short courses, summer school, winter school and masterclasses.

Coordinate the teen art programs including weekly workshops and secondary school workshops.

Promote ACSA through engagement with the youth sector, develop and engage in visual arts education promotion activities and develop content for social media and the website

Offer excellent customer service and administration support.



### KEY WORKING RELATIONSHIPS

- Accountable to the CEO for undertaking the key duties of the role as outlined in the position description.
- Work closely with the Marketing & Administration Coordinator to develop content for website, e-newsletters and social media.
- Work closely with the Finance Coordinator to keep track of Public Program income and expenditure.
- Support the administration team.

### DUTIES

1. Coordinate the administration of public programs including scheduling classes, coordinating lecturers/ teachers, producing/updating marketing material (course outlines, lecturer/ teacher bios, course info, website content, etc.), customer support, inductions, managing cancellation of courses and coordinating facilities support for classes.
2. Coordinate and facilitate teen art programs including weekly workshops and secondary school workshops.
3. Identify potential BVA students and provide advice to future students about their study pathway.
4. General office administration and organisation.
5. Deliver excellent customer service to both internal and external stakeholders.
6. Respond to student and potential student enquiries and refer them to appropriate staff.
7. Support open day, exhibition openings and orientation day activities.
8. Assist with other duties as negotiated with the CEO, for example the staffing of the T & S building after hours for late classes.
9. Ensure compliance with School policies.
10. Maintain Work Health and Safety policies, processes and systems.

### SELECTION CRITERIA

1. Visual arts education experience in particular experience in public programs.
2. A commitment to assisting and meeting the needs of students and staff while demonstrating cultural sensitivity and non-discriminatory attitudes and practices.
3. High level interpersonal skills and the ability to work with students and staff from a diverse range of backgrounds.
4. Highly organised with the ability to provide clear reporting on public program engagement.
5. Ability to work independently and as part of a team and organise time effectively.
6. Ability to maintain safety and security in all aspects of the School.
7. Demonstrated knowledge and technical experience in Microsoft packages, website and social media platforms or willingness to learn.
8. Solid understanding of School policies relating to child safety and WHS or willingness to learn.