

Position Title: Program Coordinator – Acting	Business Unit: Dean & Academic
Reports To: Program Leader	Direct Reports: No
Employment Type: Full Time	Classification: Academic Teacher Level B – Education Services (Post Secondary Education) Award 2020
Budget responsible for: NA	Location: Cromwell St Campuses (plus external Collarts leased sites)
Purpose of the Role	
<p>The role involves collaborating with the Program Leader, providing assistance in all areas of leadership, student pastoral care and management of casual academic teachers. You will be required to deliver teaching across a range of Acting units, coordinate curriculum and assessment, work collaboratively on productions, and comply with internal and external policies and procedures. The role requires expertise across diverse areas of theatre and the performing arts, strong technical acumen in the field of actor training and industry navigation, and an excellent understanding of pedagogy for actors within higher education.</p> <p>This position is based at the Cromwell St campuses in Collingwood with a requirement to be present and visible at the other campuses on a regular basis. This role is predominately a campus based role, with possible WFH opportunities.</p> <p>In this role there may be occasional times when working outside of normal hours is necessary to coordinate performances, meet production deadlines or operational needs.</p>	
Strategic Goals the role contributes to the success of achieving	
<p>We will launch Collarts Online, a new offering of selected programs to an online audience. We will provide high-quality, interactive, asynchronous content, designed to be delivered flexibly around work and life commitments. We will create an engaging online creative community.</p> <p>We will be a trusted voice on new technologies, producing up-to-the-minute education as solutions emerge. We will ensure students and graduates stay skilled for new roles and provide employers with know-how on emerging technologies for sustainable futures.</p> <p>We will be the employer of choice, particularly for creative industry academics, attracting, retaining and developing top talent in our fields. We will have the best mentors, teachers, guides and coaches championing students for a lifetime of success.</p> <p>We will give Collarts students access to new curriculum opportunities, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.</p> <p>We will be externally endorsed as a high-quality provider, with self-accrediting authority and then University College status. We will be recognised as Australia's leading provider of creative tertiary education, with outcomes and partnerships that stand as testament to our quality.</p>	

Key Outcomes

- Actively strive to achieve positive feedback through staff and student surveys
- Actively strive to achieve low attrition rates (staff and students)
- Efficient and timely completion of general administrative tasks including completion and monitoring of marking
- Efficient and effective course coordinator duties (monitoring, curriculum development, student engagement & continuous improvement)
- Actively engage in scholarly work and/or research output
- Maintain, and contribute to, high quality teaching and student outcomes

Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

Academic Support

- Support excellence in student education and pastoral care for Collarts students
- Be accessible to students seeking assistance with their studies
- Participate in the review of content as required to ensure currency, sector best practice and relevance
- Complete a minimum of 12- 15 hours of teaching units per week
- Attend and actively participate in curriculum and team meetings
- Support accurate and timely results for all units within the program
- Create, nurture and support industry relationships and partnerships
- Support the growth and development of the Performing Arts programs in accordance with the Collarts strategic plan and associated supporting plans
- Actively engage in scholarly work and/or research output
- Actively contribute to the design and implementation of new units, courses, products and development
- Mark assessments and provide feedback
- Manage student learning needs
- Support academic staff in the delivery of their classes according to Collarts standards
- Attend moderation and show cause meetings
- Work productively with Program Leaders, Coordinators and Academic Leads

Administration

- Abide by the management systems for Collarts and participate in their continual improvement
- Participate in the Quality Assurance processes of Collarts
- Adhere to all workplace policies and procedures
- Support course administration and marketing support – recruitment, timetabling, attendance lists, resource allocation, class lists, tutorials, workshops, interface between casual academic teachers and students
- Actively support the design and implementation of new units, courses, products and development
- Support the training, logistics and allocation of relevant equipment

Compliance

- Participate in audits as required
- Maintain full compliance with all relevant legislation and regulations, including but not limited to:
 - education legislation such as HESA, ESOS and the requirements of CRICOS / National Code,
 - quality standards issued by education regulators TEQSA and ASQA,
 - consumer protection and human rights legislation including anti-discrimination protections, and workplace health and safety legislation and associated safety instructions.

Selection competencies**Essential competencies**

- Previous teaching experience in the field of actor training in related higher education programs or equivalent
- Possess demonstrated technical knowledge in the areas of physical and vocal training for an actor
- Experience teaching of those techniques in related higher education programs
- Experience teaching the Stanislavski system and other commensurate acting techniques at a higher education level or equivalent
- Possess industry experience utilising the Stanislavski system and other commensurate acting techniques
- Previous industry and teaching experience in industry protocols for actors such as audition technique and professional development
- Possess superior interpersonal and communication skills
- Possess demonstrable experience in performing arts pedagogy
- Showcase outstanding skill, expertise, and success in the field of Acting, substantiated through positive reputation, public profile and/or industry review
- Hold an AQF qualification at least one level higher than Degree level (i.e. AQF8 minimum) or equivalent
- Analysis and problems solving skills
- Active and engaging teacher and educator
- Ability to multi-task and maintain composure while managing competing demands
- Ability to work independently and as a collaborative team member
- Actively engage in scholarly practice and/or research output
- Passion for enhancing the student experience and supporting student success
- Highly responsive to evolving demands of students and curriculum

Desirable competencies

- Publication record (may include filmed/live performance or other artistic works)
- Experience using Canvas Learning Management Systems
- Experience using Salesforce (student records system)
- A network of contemporary industry contacts

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values. As a member of academic team, this role leads by example in embodying our core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.