

ASTA YOUTH THEATRE HEAD TUTOR

JOB DESCRIPTION AND DUTY STATEMENT

Position Outline

Reports to: Arts Program Manager

Position type: Part time/casual (6-8 hrs per week)

Duration: 6 month contract with scope for renewal

ASTA Youth Theatre is a new initiative from the Sheldon College Australian School of the Arts (ASTA) program with the aim of producing a number of theatre productions and workshops for young people aged between 5 and 16. ASTA values highly its contributions to the community and the initiative will be a vital part of the local cultural landscape. Working at ASTA requires a "Blue Card".

Job Description

The Head Tutor is primarily responsible for the development and management of the ASTA Youth Theatre artistic program. The program includes a variety of productions and workshops across the calendar year. It is expected that the Head Tutor will direct at least one production or two workshop series a year and as such will need to be available to work outside of business hours as required. The Head Tutor artistically leads the ASTA Youth Theatre initiative, devising and seeding each year's artistic program. The Head Tutor will provide a positive creative environment for young people within the performing arts. The successful applicant will be committed to the safety and welfare of the children in the program, as well as being a competent practitioner in one of the disciplines.

The role requires an enthusiastic, creative individual who can work with the group to build on the performance and social skills of the students through arts based creative workshops and live performance. The Head Tutor will create and sustain a positive creative learning environment for all students, deliver an excellent standard of arts practice to the group and constantly seek ways to raise the standards of performance and aspirations of all students within the group.

Duty Statement

1. Reporting to the Arts Program Manager, undertake the creation of ASTA Youth Theatre long and short-term artistic programming including annual artistic programs of workshops, projects and productions. Undertake the artistic management of the annual program and direct at least one production or two workshop series a year. The Head Tutor will follow-up and action the Program Manager's decisions with regard to the artistic program.
2. Provide supervision and administrative support for any other ASTA Youth Theatre tutors and supervision of volunteers and work experience/trainees.
3. In collaboration with the Arts Program Manager, oversee membership of the company and associated administrative needs including database management.

4. Undertake promotional activities including the preparation of publicity and marketing materials, representing ASTA Youth Theatre in public forums; liaise with community, government and interstate agencies, and general publicity in association with the Arts Program Manager.

5. In consultation with the Arts Program Manager take part in activities necessary to the funding of operations including preparation of grant applications, liaison with the relevant funding bodies, acquittal of grant funds, and preparation of sponsorship or other fundraising proposals.

6. Provide reports to and attend meetings on request. In collaboration with the Arts Program Manager prepare an Annual Report.

7. Assist with the day-to-day administration of SYT as required.

Selection Criteria for the Head Tutor

1. Demonstrated record of professional theatre experience and an understanding of and commitment to the provision and application of performing arts activities by, with and for young people.

2. Demonstrated experience in developing, delivering and evaluating an annual program of performing arts activities—workshops, projects and productions- for young people.

3. A high standard of verbal and written communication and interpersonal skills including the ability to communicate effectively with young people, parents, artists and arts workers, industry peers, media, government and non-government bodies and a range of stakeholders and audiences.

4. Demonstrated experience in planning for and the writing and acquittal of funding and sponsorship applications, reports and general correspondence.

5. Computer literacy is essential.

6. Demonstrated high level project and time management skills with the ability to prioritise and meet deadlines.

7. Demonstrated ability to lead and work as part of both artistic and non-artistic teams and to liaise effectively with colleagues and across the wider arts and youth communities.

8. A current driver's licence.