



Arts Administration: Royal Academy of Dance

Co-ordinator: Certificate in Ballet Teaching Studies / Examinations

The Royal Academy of Dance is a leading international dance teaching and training organisation. We are seeking an experienced Co-ordinator to run our distance learning Certificate in Ballet Teaching Studies programme and to join our examinations team in Sydney at the Australian head office. This is a full-time position. Depending on experience and qualifications, salary range offered is \$50-55,000 plus statutory superannuation. If you have a keen interest in dance administration and education, this is a unique opportunity in a varied and key role reporting to the Examinations Manager.

Main objectives are:

- Organise and administer the Certificate in Ballet Teaching Studies programme for trainee teachers liaising with our London headquarters
- Organise and administer student examinations in classical ballet
- Organise applications for accreditation by external bodies
- Maintain and update our data base relating to student records and qualifications

The RAD is located in Darlinghurst; however we are relocating to North Sydney from approximately March 2011 for twelve months during re-development of our building.

Please forward your application, with at least two referees, by close of business on 14 March 2011 to: National Administrator, Royal Academy of Dance, PO Box 245 Kings Cross NSW 1340 or email bwatkins@rad.org.au.

JOB DESCRIPTION:

Faculty of Education – Australian delivered programme:

- Provide career guidance to applicants
- Implement marketing initiatives
- Act as first line of contact for students and liaise with module tutors
- Organise mail-outs
- Monitor Australian based admissions and forward to the admissions centre
- Support the international programme manager for Australian based modules
- Support the international schools liaison officer for practical teaching placements
- For face to face modules:
 - a) Organise all functions necessary to run Intensive Study Periods including staffing, venue, tutor travel and accommodation, itineraries and catering
 - b) Implement travel fund / accommodation / course material assistance for course participants
- Invoice and collect fees

Examinations:

- Data entry including registrations, results and timetables
- Organise examination tours including travel and accommodation
- Print and distribute result forms and certificates
- Maintain database system
- Assist in organising seminars for examiners

Accreditation of RAD qualifications:

Organise applications for accreditation of the Academy's examination qualifications

SELECTION CRITERIA - Essential

- Demonstrated experience and qualifications in administration
- Strong organisational and time management skills; ability to meet deadlines
- Excellent customer service with strong verbal and written communication skills
- Attention to detail
- Initiative; able to work independently and as part of a team
- High proficiency in word processing, database and Microsoft Office software, (especially Microsoft Word, Outlook and Excel)

SELECTION CRITERIA – Desirable

- Experience and interest in the arts industry, particularly dance education
- Tertiary qualifications in Arts Administration and/or Education
- Event management experience

The Royal Academy of Dance promotes knowledge understanding and practice of dance internationally. It seeks to accomplish its mission through promoting dance, educating and training students and teachers and providing examinations to reward achievement.