



MELBOURNE RECITAL CENTRE

Position Description

Role Title	Learning and Access Coordinator
Reports to	Director of Programming
Contract Period	Full time (Fixed Term - Maternity Cover)
Classification	Melbourne Recital Centre Enterprise Agreement Grade 4.1.1 \$82,871 plus superannuation guarantee

About Melbourne Recital Centre

Melbourne Recital Centre is a major cultural facility that opened in February 2009. Situated on the corner of Southbank Boulevard and Sturt Street, the facility includes the magnificent 1000-seat Elisabeth Murdoch Hall, a 140-seat flexible performing space, broadcast and recording facilities, rehearsal rooms and public spaces. Acoustic excellence and state-of-the-art technology support the design of a creative hub that has become internationally acclaimed as a landmark Australian organisation for its commitment to excellence in creating, exploring and presenting great music to the widest possible audiences.

Our Vision

Melbourne Recital Centre is at the heart of an inspired global community of musicians and audiences.

Our Mission

Melbourne Recital Centre inspires creativity, self-expression, learning and enrichment through music for people of all walks of life.

Our Values

- **RESPECT:** welcoming and understanding everyone; *not just listening but hearing...*
- **EXCELLENCE:** having pride in what we do, how and where we work, both personal and professional
- **CREATIVITY:** asking ‘what if?’ and remaining open minded
- **INCLUSIVENESS:** being part of the family...
- **TEAMWORK:** making time to stop, collaborate and listen
- **ACCOUNTABILITY:** doing what you say; don’t pass the buck!
- **LOYALTY:** showing passion, pride, enjoyment, advocacy, support

Primary Purpose

The Learning and Access Coordinator primary purpose is to consider, create and deliver the Centre's Learning and Access initiatives.

Outputs/Expected Duties

- Be responsible for the creation and delivery of innovative and stimulating Learning and Access projects and outreach initiatives, including but not limited to *Share the Music* ticket and transport subsidy scheme for metropolitan and regional Victorian partners, *Music Always* in-centre and in-resi programs, *ACCELERANDO* program, annual Children's and Education Week activities, and talks programs.
- Be responsible for the delivery of innovative learning resources (including digital resources) in support of the Learning and Access strategies.
- Foster a network of educational, community and school groups to support increased access to, and engagement with, the Centre's activities.
- Assist to develop and monitor programming budgets for the Learning and Access initiatives.
- Develop and oversee the implementation of feedback and evaluation mechanisms to measure success in the areas of Learning and Access.
- Provide quantitative and qualitative data and analysis, together with written contributions to funding applications, funding reports and acquittals.
- Identify and appropriately escalate issues to the Director of Programming.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the Melbourne Recital Centre in accordance with the Melbourne Recital Centre's Health and Safety policies and procedures.
- Ensure all activities comply with Melbourne Recital Centre values, policies and professional and ethical standards.
- Develop and maintain strong working relationships with all Melbourne Recital Centre staff, clients, customers and stakeholders and promote a positive and co-operative working environment.

Key Contacts

Internal

- Director of Programming (**Daily**)
- Contemporary Program Manager (**Daily**)
- Program Administrator (**Daily**)
- Full-time, part-time and casual Melbourne Recital Centre staff (**Daily**)

External

- Education sector organisations, peak bodies and agencies
- Community and not-for-profit groups and organisations
- Regional performing arts centres and associations
- External contractors, suppliers and associated third parties

Key Selection Criteria

Knowledge and Experience

- Demonstrated experience of working in an arts education, arts engagement, community development or related role (**essential**)
- Highly developed interpersonal skills, as well as high standards of personal presentation and the ability to develop good relationships with a wide range of people (**essential**)
- Demonstrated ability to design learning and/or audience engagement support material and resources (**desirable**)
- Demonstrated capacity to be highly organised, set priorities, work independently and complete tasks within specified timeframes (**essential**)
- A broad knowledge of music, composers, ensembles and the sector as a whole across a range of classical and contemporary genres (**essential**).
- Knowledge and experience of working with children or with community groups which support disadvantaged people (**desirable**)
- Knowledge and experience at using IT programs, including Microsoft Office package and the ability to learn a venue management systems (Artifax) and ticketing systems (Tessitura) (**essential**)
- Demonstrated ability to work effectively in a team environment (**essential**)
- Employee Working with Children Check (**essential**).

Judgement

The position is responsible to the Director of Programming and is subject to the policies and procedures of Melbourne Recital Centre.

- The position is under direction from the Director of Programming
- The Learning, Access and Engagement Coordinator will come into contact with information and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality. The incumbent must have the ability to exercise a high level of judgement when dealing with these issues

Other Relevant Information

The position is based at 31 Sturt Street, Southbank.

Melbourne Recital Centre is an Equal Opportunity Employer. Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- Maintain and observe all current Health and Safety policies and procedures

At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce
