

Thank you for your interest in Merrigong Theatre Company's current vacancy for

Community Engagement Coordinator

Please note all applications must include:

1. A current CV including:
 - a. Full name
 - b. Phone number/s
 - c. Email address
 - d. Mailing address
 - e. Contact details for at least two referees

2. Responses to the selection criteria. You should directly respond to each of the Essential and Desirable Criteria outlined in the position description. Your application **may not be considered** if this is not included.

Notes for addressing the selection criteria:

You need to include a short paragraph describing how you meet each of the selection criteria (essential & desirable) listed in the Position Description (see below). It is helpful to give examples wherever possible. You should include details that highlight your experience, skills, knowledge and qualifications that are relevant to the position.

Applications for this position close at 5pm on Friday 9 March 2018. Applications should be emailed directly to recruitment@merrigong.com.au or posted to:

Attention: Recruitment
Merrigong Theatre Company
PO Box 786
Wollongong NSW 2520

If you require further information about the position, please do not hesitate to send an email to recruitment@merrigong.com.au including a phone number if you would like a return call.

The successful candidate for the role will need to show a high level of initiative, strong communication skills and relevant industry knowledge and experience. They will also contribute to a positive team and work culture.

Merrigong encourages applications from diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

See the Position Description below.



Position Description

POSITION: Community Engagement Coordinator

CATEGORY: Part Time, 0.6 week

AIM:

To assist Merrigong's Artistic team (Artistic Director/CEO and Artistic Development Manager) to nurture a thriving program of community engagement through the arts in the Illawarra region.

POSITION OBJECTIVES:

1. To support an identifiable and achievable path of development through the arts for a range of identified communities in the Illawarra region.
2. To develop, support and implement our engagement activities with First Nation's communities.
3. To further develop, support and implement our Disability Access Plan.
4. To facilitate our Young People's Engagement Program, and co-ordinate interaction with education stakeholders.
5. To support an identifiable and achievable path of development through the arts for our local CALD communities.
6. To manage our work experience and volunteer programs.

KEY RESPONSIBILITIES:

Objective 1:

- Administer the community engagement processes of the Artistic / Community team.
- Co-ordinate the community engagement aspects of in-house community events.
- Identify and pursue suitable community projects and partnerships.
- Identify opportunities for community engagement with artists and groups connected to Merrigong Season shows.

Objective 2:

- Co-ordinate the engagement with First Nations communities in relation to Merrigong Season shows.

- Identify, facilitate and support employment and training opportunities for First Nations people throughout Merrigong's operations.
- Assist the facilitation of an engaged network of local professional artists and theatre workers from the community with a focus on First Nations artists.

Objective 3:

- Coordinate our access program with key stakeholders such as local council and Vision Australia.
- Coordinate access programs such as tactile tours and audio description for Merrigong season shows.
- Support the community aspects with the Altogether Drama and Trust Ensemble.

Objective 4:

- Work with key education stakeholders to promote our Young People's Engagement program.
- Assist the Marketing team in creating marketing materials specifically for promoting the Company's Education / Schools Programs.
- Manage the Company's Passport to Performance Program, offering subsidised theatre tickets to targeted schools.
- Assist in promoting educational activities, such as backstage tours, workshops, forums or master classes.

Objective 5:

- Co-ordinate the engagement with CALD communities in relation to Merrigong Season shows.
- Identify, facilitate and support employment and training opportunities for CALD communities throughout Merrigong's operations.
- Assist the facilitation of an engaged network of local professional artists and theatre workers from the community with a focus on CALD artists.

Objective 6:

- Promote and co-ordinate the activities of our work experience program.
- Co-ordinate our volunteer program including induction and training of new volunteers.

SPECIAL CONDITIONS:

Some overtime may be required.

SKILL REQUIREMENTS:

Essential Criteria:

1. Excellent communication skills.
2. Experience in administration.
3. Ability to manage time effectively and efficiently in order to meet deadlines.

4. Computer literate and experienced in working in a PC environment.
5. Excellent writing skills.
6. Driver's Licence

Desirable Criteria:

1. Previous experience working in the arts.
2. Previous experience working with community groups or on community projects.

Attributes:

The appointee shall:

- Be able to take initiative
- Have a high level of numeracy
- Have a methodical approach to his/her work
- Be used to dealing with the public and enjoy people contact
- Be able to work well in a small busy team
- Display attention to detail
- Be in good health, be confident and have a positive attitude

ORGANISATIONAL RELATIONSHIPS:

Reports to: Artistic Development Manager

Supervises: Volunteers

Internal liaisons: Staff, volunteers and contractors

External liaisons: Professional performing arts practitioners, local arts organisations, community groups, funding bodies, council staff and suppliers