



## ARTS LEARNING COORDINATOR - WA

The Song Room is a purpose driven organisation that levels the learning playing field for children experiencing disadvantage through an impactful, sustainable, and scalable approach to Arts Learning. In partnership with schools, we seek to develop creative, courageous, and compassionate young people who take ethical and responsible action, recognise their shared humanity, and help shape a better world.

In 2024, The Song Room celebrates 25 years of impact. We have worked successfully with communities in Western Australia for decades ranging from Port Headland to Perth.

In working for The Song Room, you directly contribute to addressing the educational equity gap for some of Australia's most disadvantaged young people.

## OUR CULTURE

Our values of creativity, integrity, collaboration, empowerment, and inclusivity shape our impact and culture. The Song Room relies on team members to embrace a positive culture by:

- Visibly demonstrating the values and philosophy of The Song Room.
- Contributing as a member of a team of learning leaders.
- Developing strong and productive professional relationships.
- Championing an inclusive and collaborative working environment.
- Driving innovation and creative initiatives that achieve organisational growth.
- Advocating for The Song Room and its achievements.

## PURPOSE

The Arts Learning Coordinator - WA is responsible for effectively managing the implementation of high quality, impactful Arts Learning programs.

The role requires project management experience and a strong understanding of how to deliver evidence-based, curriculum-aligned, arts education programs in primary schools and early years settings that empower students, teachers, and their communities to flourish through the Arts.

The Arts Learning Coordinator will have experience working in schools and/or a strong understanding of educational approaches in the arts and across other disciplines. The role works closely with schools including leaders and teachers. They are responsible for managing Teaching Artist who deliver the programs into schools.

Part of this role works with a strong community of Noongar artists who lead the project's design and delivery. People of Aboriginal and Torres Strait Islander background are encouraged to apply.



This role reports to National Arts Learning Manager. It is 0.6 EFT. A 12-month contract is being offered due to the nature of the projects we are currently running in Western Australia and the funding available.

## OUTCOMES

The following outcomes define the high-level expectations of the role that should be visible and evident:

- High quality, impactful arts learning programs and resources are planned, developed, and delivered with the National Arts Learning Manager to time and on budget
- Management of Teaching Artists who are highly motivated, engaged and well supported to deliver The Song Room's program goals and outcomes
- Collaborative and productive relationships with The Song Room team, school leaders, teachers, broader school communities and relevant external peak bodies and networks
- Strong communities of practice and learning opportunities are cultivated for Song Room participants and Teaching Artists
- High quality, professional learning events are developed, planned for, and presented to large groups both online and in person
- Best practice Arts Learning in primary schools and early years settings is visible to, and experiences by, a broad range of stakeholders
- High quality evaluations and analysis of Arts Learning program efficacy and outcomes
- Timely reporting (written and verbal) for internal and external reports and presentations
- Program budgets monitored and managed
- Consistent, professional, and timely advice and assistance to staff and management. This includes dealing with confidential and sensitive matters, and the escalation or resolution of issues.
- Commitment to child safety and The Song Room's Child Safe Policy and Code of Conduct adhered to at all times.

## ESSENTIAL CAPABILITIES

The following capabilities define the high-level expectations of the role that should be visible and evident:

<b>Communication</b>	Able to communicate with clarity and impact to facilitate individual and collective understanding, action, or information exchange.
<b>Adaptive Mindset</b>	Able to adjust to change and maintain their curiosity while dealing with disruption, pressure, and setbacks in a resilient, positive manner.
<b>Problem Solving</b>	Able to define and analyse problems, generate optimal solutions, and make recommendations.



**Lifelong Learning**

Able to identify and continuously develop one's own knowledge, skills, and personal attributes such as mindset and motivation.

**Initiative and Drive**

Able to appreciate personal strengths and weaknesses and effectively relate to others in a professional manner. This includes being able to work independently, set and attain personal and work-related goals, being motivated and accepting responsibility for their own actions.

**EXPERIENCE, QUALIFICATIONS & REGISTRATIONS**

- Undergraduate Degree in Education and/or Arts related field
- Arts Education Specialisation (preferable)
- Project management experience
- Current Working with Children Check (WWCC) or State Teacher Registration. Some programs may also require a Police Check.
- High level written, verbal and presentation communication skills.

**CHILD SAFETY**

All staff at The Song Room have an obligation to always ensure child safety is paramount and report any concerns they have, in line with our duty of care obligations. You will be required to always have a current working with children check or similar. The Song Room has zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

**DIVERSITY AND INCLUSION**

At The Song Room, diversity and inclusion are integral to our mission. We believe that our team should reflect the rich diversity of the Australian community. We embrace difference and diversity of identity, experience and thought, and we actively strive to create an inclusive culture that encourages a sense of belonging.

We acknowledge the traditional owners of the lands on which we work, create, and learn. The Song Room's head office is located on lands of the Wurundjeri Woi Wurrung peoples of the Eastern Kulin nation.

*The Song Room operates within a flexible hybrid-working model in accordance with its current policy. Position descriptions may be amended from time-to-time by The Song Room to meet its changing requirements.*

