

## POSITION DESCRIPTION

**Position:** Admissions and Pathways Manager

**Contract:** Full time

**Reports to:** Head of Academy Operations

**Commencement date:** February 2019

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## POSITION PURPOSE

Graduates of the Queensland Ballet Academy will be exceptionally trained young dancers ready to take on their world. Central to supporting this goal, the Admissions and Pathways Manager will focus daily on ensuring the learning and training environment produces professionally trained ballet artists who are supported, empowered and equipped with key attributes to best position them for their aspirations.

In a fast-paced, high-performing, professional ballet environment, the Admissions and Pathways Manager will design, implement, test and report on enrolment, transition and retention goals of the Academy. This role will liaise across a range of stakeholder groups especially Queensland Ballet Academy Artistic and Business teams; Kelvin Grove State College staff; current, future and past parents/carers and students and Academy teachers, as required.

## REPORTING RELATIONSHIPS

This role reports to the Head of Academy Operations.

Direct reports include the Academy Coordinator.

## ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with performances in Brisbane, tours around Queensland, Australia and the world, and a far-reaching community engagement program: *creating magic, enriching lives*.

The facilities at Queensland Ballet Academy's new home at Kelvin Grove State College will allow the Company to offer a full range of academy training and community access programs, including public dance classes. We are committed to providing a pathway for young talent through our Academy programs and dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire. With bold and confident ambitions for the future, including a three site: one vision strategy for our home infrastructure, we proudly build upon the legacy of many creative and gifted artists and arts-enablers who have been part of the Company's rich history since 1960.

In conjunction with Kelvin Grove State College, Queensland Ballet Academy seeks to provide an environment that fosters personal growth, and technical skill development, where each individual dancer will be part of an ecology of excellence that develops artists within a unique framework that centres on outstanding ballet training and parallel academic studies.

## PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will ***create magic and enrich lives*** by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by **five principles of commitment**, all that we do and all that we are will remain true to the **four core pillars**:

1. **World class** in all that we do – We will **connect** with international best-practices to inspire impactful excellence on stage, in studio, in business and in community.
2. **Creative** in every endeavour – We will **nurture** our artform, artists, students and arts workers by remaining nimble and open to possibilities.
3. **Queensland** in our hearts – We will **celebrate** our growing state and share its developments and spirit on the world stage.
4. **Wellness** across society – We will **research**, develop and deliver initiatives that positively impact all dimensions of wellbeing; *social, cultural, emotional, physical, environmental and intellectual*.
5. **Sustainable** practice – We will build a **resilient** 'business of ballet' that anchors all of ballet's potential in longevity and legacy.

## RESPONSIBILITIES

### Enrolments, retention and pathways

- Work with other senior members of the Academy team, Finance team and Kelvin Grove State College staff, to manage the enrolment procedure of the Academy, engaging with individuals, families and dance studios to ensure all online and paper-based documents as well as payments are managed efficiently.
- Work with other senior members of the Academy team to build the pipeline into the Academy including streamlined entry from any partnerships, major competitions, awards and/or other training organisations.
- Establish and maintain an accurate enrolment database and retention strategy; in order to forecast enrolment figures, providing data and supporting insights for reporting purposes.
- Track the student journey from enquiry to audition to enrolment, retention, graduation and career pathway and assist the development of new strategies as they relate to this knowledge and data insight.
- Attend open days, auditions and other appropriate events as the manager of the enrolment journey.
- Support the Head of Academy Operations to work with the Marketing team to generate broad appeal of the Academy, through beautiful storytelling and data-driven campaigns to generate waitlists and out-of-session enrolments to ensure the Academy maintains capacity of enrolments, with high-performing, quality students.

### Financial sustainability

- In collaboration with the Head of Academy Operations, ensure the yearly budget is accurately monitored.

- By providing advice to the Academy Director and Head of Academy Operations ensure the financial goals of the program are achieved. This directly relates to the requirement to maintain enrolments.
- Support the Head of Academy Operations to deliver the annual scholarship program, providing advice to ensure the program is managed against the yearly budget in line with required enrolment numbers.

### **General administration management**

- Fulfil the role of Child Safety champion of Queensland Ballet by staying up to date with major research, reports, changes in legislation and topical information as it relates to maintaining safe and well environments for children.
- Manage and consolidate attendance data, assessment/examination and reporting outcomes and transition processes including those activities relating to students moving out of the Academy and/or repeating training.
- Liaise with the Artistic Program Coordinators and Academy Director to coordinate transparent and honest examination, assessment and reporting procedures, as well as maintaining confidentiality and accountability to Kelvin Grove State High School.
- Work in collaboration with the Head of Academy Operations to actively contribute to a team environment focussed on mitigating risk, ensuring safety and wellness and providing support for all internal and external stakeholders.

### **Relations with Kelvin Grove State College**

- Strengthen the chain of communication with Kelvin Grove State College around key activities including Senior Program homestays, International student enrolment processes including English language proficiency requirements, student wellbeing (pastoral care and student management), and yearly calendars (exam blocks, variations to routine, and holidays).
- Ensure that all student excursions and variations to routine are aligned with Kelvin Grove State College's processes, through the required documentation and the development of associated risk management procedures.
- Working in collaboration with Queensland Ballet Head of Human Resources, the Academy team and Kelvin Grove State College the day-to-day link back to Kelvin Grove State College as the entity charged with ultimate responsibility of the Senior Program students.

### **Student and family wellbeing**

- Be personally available to integrate with families and students, interacting confidently and with passion and modelling behaviour associated with an engaged, safe and well continuum of training.
- Manage parent/teacher and student/teacher conversations and feedback, to ensure open, honest and productive encouragement is consistently developed.
- Develop and implement new pastoral care and wellbeing initiatives across the Academy to:
  - ensure cross-year-level integration and build connectivity with teachers, staff, creatives and crew promoting a culture of encouragement and support.

- generate a sense of connection at challenging times of the enrolment journey including those associated with exams and assessments as well as when students are most likely to be incoming and/or departing.
- ensure positive interactions between all current, future and past students, so that the exceptional outcomes of the Academy are voiced all around the world.
- In collaboration with the Head of Academy Operations provide solutions to manage all student and family pastoral care requirements including differentiated ways to manage domestic, interstate and international enrolments and transitions.

## **KEY CRITERIA**

1. Minimum of 3+ years' experience working in an education environment combined with a passion for ballet and/or creative industries.
2. High level interpersonal skills in dealing with a variety of key stakeholders, including parents and students, combined with the ability to ensure confidentiality and privacy at all times, in line with government child protection policies and procedures.
3. Demonstrated experience in supporting students, either as a teacher, head of department, student services officer or similar, with a focus on providing an effective and supportive learning environment for all students – one that meets the needs of individuals.
4. Demonstrated ability to lead projects including the management of budgets, meeting deadlines, reporting on project outcomes and negotiating with stakeholders.

## **DESIRABLE ATTRIBUTES**

To successfully fulfil the role, it is desired that the successful candidate also demonstrates the following:

- An understanding/familiarity with the professional arts industry, dance and a passion for the creative industries
- An understanding of a school enrolments, registrar or admissions officer role
- Alignment with Queensland Ballet 's 5 Principles of Commitment
- Autonomous, innovative and creative thinker

## **GENERAL INFORMATION**

### **Recreation Leave**

20 working days per year (pro-rata)

### **Personal/Carer's Leave**

Ten working days per year (pro-rata)

### **Probationary Period**

Six months from commencement.

### **Hours of Work**

Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday but the appointee is regularly required to be available to work after hours and on weekends as required. Some inter and intra state travel may also be required.

**Salary**

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 9.5%.

**BENEFITS**

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland. Our employees have access to weekly dance classes and various other health and well-being initiatives.

**APPLICATION PROCESS**

To apply for this position please forward a covering letter, current resume and statement addressing the selection criteria via email to: [joinus@queenslandballet.com.au](mailto:joinus@queenslandballet.com.au)

Applications close 5pm Monday 16 December 2019. Applications received after this time may not be considered. Referees will be sought from candidates following the interview process. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

*Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.*

*To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with Queensland Ballet.*