

POSITION DESCRIPTION

Position: A/Admissions and Wellbeing Manager

Contract: Full-time fixed-term (6-month Maternity Leave Cover)

Reports to: Head of Academy Operations

Commencement date: Monday 27 June 2022

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 Wellbeing 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 Wellbeing 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. The Academy Coordinator is a direct report.

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; 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.
- Support the financial management of the Academy by working closely with the Academy Director and Head of Academy Operations to maintain and build enrolments.
- Manage short term enrolments for visiting students on training scholarships, including those from local, interstate and international locations.

General administration management

- Stay up to date with and ensure the organisation's policies and practices are informed by, major child safety 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 through and 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 Academy 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's Head of Human Resources, the Academy team and Kelvin Grove State College, be the day-to-day link back to Kelvin Grove State College as the entity charged with ultimate responsibility of the Academy 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, implement and deliver pastoral care and wellbeing initiatives across the Academy to:
 - ensure and build collegiality, connectivity with teachers and staff, promoting a culture of encouragement and support. Generate and 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.
- Support the Head of Academy Operations to deliver the annual scholarship and bursary program, providing advice and working with the assessment committee to ensure the program is managed in line with the enrolment and bursary strategies.
- Manage the Academy's homestay program, including student placement, welfare management and finance administration in collaboration with Kelvin Grove State College.

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 always ensure confidentiality and privacy, in line with government child protection policies and procedures.
3. Demonstrated experience in supporting students, either as a teacher, head of department, wellbeing officer, 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. Intermediate administrative skills and familiarity with Microsoft Office suite combined with the ability to acquire skills quickly in the use of a wide variety of databases and/or software.

WHAT WE ARE LOOKING FOR

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.
- An understanding of how to professionally manage and support the wellbeing needs of students aged between 8-21.
- Alignment with Queensland Ballet 's 5 Principles of Commitment.
- Autonomous, empathetic, adaptable and a creative thinker.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from 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 up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

Thomas Dixon Centre — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

Queensland Ballet Academy — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

The Roy and Nola Thompson Production Centre — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

OUR VALUES AND 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 core values** and our **principles of commitment**, all that we do and all that we are remain true to the four core pillars.

- 1. Brilliance:** We are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.
- 2. Creativity:** We are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.
- 3. Passion:** With Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.
- 4. Wellbeing:** We promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.
- 5. Integrity:** We commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro rata)

Personal/Carer's Leave

Ten working days per year (pro rata)

Hours of Work

Office hours are nominally 8.00 am to 4.00 pm, Monday to Friday, however the appointee may at times be required to work at events after hours and on weekends, with notice.

Salary

To be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10%.

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. Queensland Ballet offers all employees access to weekly dance classes and various other health and well-being initiatives.

Mandatory Requirements

The successful candidate must have, or be able to obtain, a Blue Card and positive Queensland Police Check. They must also provide official evidence of having received at least two doses of the COVID-19 vaccination.

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

Referees will be sought from candidates following the interview process.

Applications close **10am, Monday 23 May 2022**. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

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

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

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 required.

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.