



Job description -

<b>Job Title</b>	Teaching Artist and Education Administrator		
<b>Reports To</b>	Education and Engagement Manager	<b>Date</b>	January 2025

<b>Purpose of the Role</b>	This is a varied role that will include everything from delivering one-off drama workshops, delivering term time classes, covering classes, dealing with enquiries from parents, schools, teaching artists and communities, to general admin, scheduling, planning and organising and working with the marketing team on promotions.
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<b>Our Vision &amp; Values</b>	<p><b><u>The Court Theatre’s Vision</u></b> – The Court Theatre is your theatre, whoever you are.</p> <p><b><u>The Court’s Artistic Vision</u></b> – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p><b><u>Maiatanga – Courageous</u></b>: We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown</p> <p><b><u>Manaakitanga – Welcoming</u></b>: We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful</p> <p><b><u>Whanaungatanaga – Belonging</u></b>: We are whānau. We celebrate diversity. We share experiences</p> <p><b><u>Kotahitanga – One Team</u></b>: We work together as one team for The Court</p>
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<b>Key Responsibilities</b>
<p><b>GENERAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To deal with the public and suppliers in a helpful and courteous manner always.</li> <li>• To follow standard administrative procedures including security of all monies.</li> <li>• To operate and care for the Theatre's equipment as instructed and in a safe manner</li> <li>• To be able to work without direct supervision.</li> <li>• To ensure that all work areas are kept clean and tidy.</li> <li>• To supervise and train staff and volunteers as required.</li> <li>• To assist in other areas of the Theatre as required.</li> <li>• To perform any other reasonable tasks which may, from time to time, be required.</li> </ul> <p><b>SPECIFIC DUTIES</b></p> <p><b>Classes and Holiday Intensives</b></p> <ul style="list-style-type: none"> <li>• To act as lead teaching artist for at least three classes a week</li> </ul>

- To lead or assist 4 holiday programmes per year.
- To assist on all communication with students and parents around all weekly programmes and holiday intensives alongside the Education Administrator.
- To assist in the creation and monitoring of attendances and work with accounts to ensure all places are paid for.
- To assist the Education Manager with the casting of teaching artists for each terms teaching.
- To provide support at showcases (when not teaching)
- Collect feedback via Survey Monkey.
- Collate and share photos of performances with students and parents.
- Assist with the printing and management of certificates for class participants.

#### **Youth Company and Youth Crew**

- To teach Youth Company/Youth Crew sessions on occasion throughout the year where skills are appropriate.
- To assist with monitoring Youth Company/Youth Crew social channels.
- To assist on communication with students and parents.
- To create registers, monitor attendances and work with accounts to ensure all places are paid for.

#### **Theatresports**

- To manage the team registration process and communicate with accounts to arrange invoicing.
- To take on a staff role for the Theatresports heats and final if required
- To work with the Education Manager to share the role of host at the Theatresports performances.
- To manage the process of recording winners and engraving trophies.

#### **Backstage Tours**

- Host bespoke backstage tours of the theatre.
- Collect feedback via survey.
- Take bookings for backstage tours and liaise with accounts for invoicing.

#### **Bespoke Workshops**

- Host workshops at the theatre where skills are appropriate.
- Collect feedback via survey.
- Take bookings for workshops at the theatre and offsite with schools and community groups.

#### **Communication**

- Assist the Education Administrator in Inviting teachers to attend dress rehearsals
- Contribute to creating content for the Education, Youth Company and Youth Crew facebook groups.

#### **Other**

- Carry out clerical and administrative tasks in relation to the position and the Education Programme when and as required by the Education and Engagement Manager, Artistic Director and Chief Executive
- Any other reasonable duties as requested by the Artistic Director and/or Executive Director.



### **Skills, Experience & Education**

- A strong passion for education and the Arts and a desire to inspire that passion in others
- Have previous experience teaching drama/performing arts across different ages
- Be great at planning and thinking ahead
- Be comfortable to juggle multiple balls in the air
- Have strong communication skills
- Be good at solving problems and creating solutions
- Have general admin skills with high attention to detail
- Relevant computer skills including word and excel and be happy to pick-up in-house systems