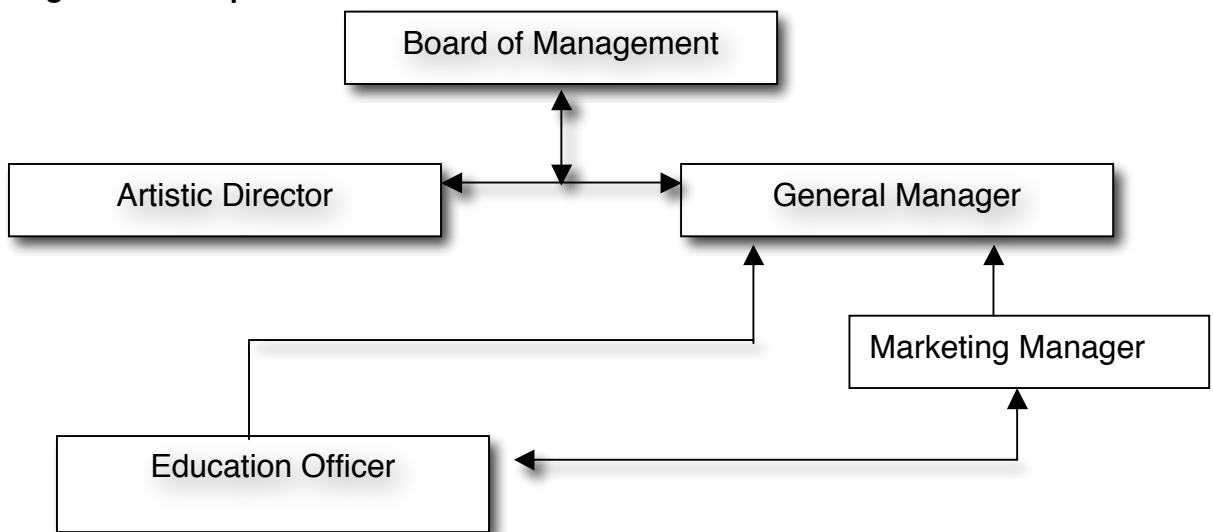


POSITION DESCRIPTION: EDUCATION OFFICER

1. Position Identification

- **Title** : Education Officer
- **Employment Status** : Contract
- **FTE** : 0.4 – 0.6 (neg.)
- **Date Position Created** : 1/1/12

2. Reporting Relationship



3. Key Performance Areas outlined in:

- a. Yirra Yaakin Business Plan
- b. Annual Performance Appraisal Action Plan

4. Primary objective(s) of position

The Education Officer is responsible for the delivery of Yirra Yaakin's work to Metropolitan and Regional schools. This position is Part time and reports directly to the General Manager but has a close working relationship with the Marketing Manager. Specific areas of management include

- a. Education Liaison.
- b. Database management.
- c. Regional Liaison
- d. Project management.

5. Performance Evaluation

- Job Knowledge
- Self Management
- Communication
- Interpersonal Skills
- Professionalism
- Achievement against strategic plan
- Work Habits (including Safety)
- Ethics and Integrity
- Development of Self
- Quality / Quantity of work
- Team Work

POSITION DESCRIPTION: EDUCATION OFFICER

6. Brief Summary of Duties to be performed

<u>DUTIES</u>
1. Co-ordinate the procedures, bookings and planning for all In-School Tours.
2. Develop and maintain strong links to the Education sector.
3. Maintenance of Regional databases
4. Maintenance of Educational databases
5. Participate in the development of marketing material to the Education sector.
6. Develop all Educational Resource materials
7. Compile, collate and analyse data related to Education activities
8. Maintain a high standard of service delivery to the Education sector.
9. Represent YY at appropriate Education and Regional seminars, conferences and events.
10. Provide training to new actors on YY's Education guidelines, including Partner requirements, WWC clearance and risk management plan.
11. Project Management of one YY Project per year.
12. Develop and record Position Procedures Manual and update as required
13. Exercise a duty of care to understand the need to work in a safe and efficient manner, having regard to your own safety and that of others.
14. Report regularly on all areas of responsibility to General Manager

POSITION DESCRIPTION: EDUCATION OFFICER

7. Outcome Statement

KEY AREA (management KPI's)		EXPECTED MINIMUM OUTCOMES
EDUCATION	DATABASE	<ul style="list-style-type: none"> • Comprehensive up to date education/schools database
	LIAISON	<ul style="list-style-type: none"> • Partnerships with key Education stakeholders
	STRATEGY	<ul style="list-style-type: none"> • Long term (within 3 Years) Ed Dept Partnership & Funding
TOURING	PLANNING	<ul style="list-style-type: none"> • All performances delivered as booked
	BOOKINGS	<ul style="list-style-type: none"> • 10% increase in Schools bookings over 2010
	REPORTING	<ul style="list-style-type: none"> • Education Report and Evaluation within 2 months end date
REGIONAL	DATABASE	<ul style="list-style-type: none"> • Establish 3 key contacts in all 9 Regional areas
	LIAISON	<ul style="list-style-type: none"> • Monthly contact with all Regional contacts • Minimum 1 Face to face opportunity with each bi-annually
	STRATEGY	<ul style="list-style-type: none"> • Increase in Regional Touring work over 2008 base • 10% increase in Regional participation/audience over 2008 base