

ROYAL ACADEMY OF DANCE

Job Title	Regional Coordinator WA
Department	Regional Teams
Line Manager	Regional Manager SA, WA & NT
Head of Department	Head of Department – Examinations and Regions
Contract Type	Permanent Part Time
Working Hours	Part-time/Casual 5 - 10 hours per week Additional hours or variation of hours across standard working days may be required on occasion for events
Salary	Pro rata \$60,000 full time equivalent
Location	Home based, or as otherwise directed
Applications due:	5.00pm 28 November 2022
Application to:	Aaron Bloomfield – RAD National Director by email abloomfield@rad.org.au
Position enquiries:	abloomfield@rad.org.au -Please email your name, phone number and question and you will receive a return call.

Introduction

With over 13,000 members' spread across 85 countries, The Royal Academy of Dance (RAD) is one of the largest and most influential dance education and training organisations in the world. RAD Membership supports the advancement of dance and includes professional dancers, students, teachers, benefactors, and friends.

The RAD Australia is the largest RAD office outside of the UK, with 1,500 members nationally servicing approximately 50,000 dance student each year. The RAD has been established in Australia since 1935 - for 85 years. Every year more than 23,000 students take RAD exams nationally, and over 8,000 participate in our student events and courses. We have some 100 students studying annually on our Examination and Region programmes and a comprehensive Continuing Professional Development Programme, which, in its hybrid live/online format reaches teachers in Australia and internationally.

Objectives of RAD

The RAD exists to **'Inspire the world to dance'**. We seek to:

- **To be the voice of expertise**, globally recognised as a leader in dance, education, and training.
- **To be all-welcoming**, with a belief in the power of dance to transform lives, and the value of a diverse workforce and community.
- **To be in-step**– working collaboratively to deliver our vision.
- **To be choreographed to deliver**, with the right people and processes to realise our objectives.

Position objective:

The Regional Coordinator WA is responsible for supporting the management, administration and promotion of Royal Academy of Dance activities and student events in WA. This role works closely with the Regional Manager SA, WA & NT to ensure the successful delivery of a range of RAD SA, WA & NT activities providing event coordination, scheduling, ticketing and customer service support for identified courses, events, and performances. This role also works with the RAD Head of Department – Examinations and Regions, Regional Management team, and WA Members' Regional Advisory Panel to support a high quality, consistent and valued service to members.

Responsibilities:

Management	Description
Examinations	<ul style="list-style-type: none"> ▪ Support and contribute to the administration of examination tours for the WA Region. This includes: <ul style="list-style-type: none"> ▪ Booking RAD Approved Venues for examinations and arrangements for onsite staff as required. ▪ Acting as point of contact for teachers, parents/guardians, faculty and other stakeholders involved with the examinations as required. ▪ Organise and work with Exam Attendant staff where agreed for specific RAV exam sessions. This includes liaison with students, teachers, examiners and pianists and management of exams occurring on the day.
Student Activities and Events	<ul style="list-style-type: none"> ▪ Support and assist the Regional Manager SA, WA & NT to organise, administer and deliver student events, courses, activities and festival for WA in line with the annual calendar. Duties may include but are not limited to: <ul style="list-style-type: none"> ○ Engaging approved freelance teachers, pianists, course attendants, class assistants, volunteers, chaperones, and any other personnel as required. ○ Assisting with organising venues, staffing/volunteer requests. ○ Identifying and organise equipment and any catering requirements for student activities. ○ Uploading and maintain student activities on Try-booking or other event/ ticketing platform. ○ Allocating students to groups/classes appropriate to their indicated level of learning. ○ Assisting with the staging and production needs of student activities. ○ Acting as point of contact for students, their parents/guardians, faculty and other personnel involved with the student activities/festival. ○ Supporting faculty and provide them with full itinerary information in order to teach and/or work on the student activities. Ensure other personnel have the necessary information required for them to work on the student activities. ○ Assisting with budget development and reconciliation as required. ▪ Contribute ideas for high quality, innovative and successful student activities with the aim of developing the RAD's overall student activity business and community reach. ▪ Collaborate with and support the National Marketing & Communications

	<p>Manager to promote courses, activities and events to maximise participation.</p> <ul style="list-style-type: none"> ▪ Ensure value, safety and enjoyment for participating students to bring repeat attendance. ▪ Act as Coordinator for interstate events on request and approval. Provide administration and coordination support for Regional Managers where needed.
Regional Administration & Customer Service	<ul style="list-style-type: none"> ▪ In conjunction with the Regional Manager SA, WA & NT, attend and complete meeting agenda, minutes and action lists for WA Regional Advisory panel meetings either in person or via video conference. ▪ Provide customer service support to RAD teachers, members, students, and other stakeholders with their general enquiries, responding in a timely fashion to matters arising. ▪ Liaise with regional and head office colleagues to promote RAD ethos and activity and to contribute towards the achievement of the organisational strategic objectives.
General	<ul style="list-style-type: none"> ▪ Perform duties in line with Royal Academy of Dance policy and procedures. ▪ Maintain open communication and collaborative working relationships with RAD staff and stakeholders. ▪ Ensure all work is performed with due regard to maintaining health and safety standards and pro-actively contribute to a healthy and positive working culture. ▪ Comply with the RAD safeguarding policy and procedures. ▪ Any other reasonable duties that may arise in connection with RAD activities within the Region.

Key Relationships / Interactions:

National Director Australia

Receive overall strategic direction from and work collaboratively with to ensure the successful delivery of RAD programs and services and build the performance, reputation and impact of the RAD.

Head of Department – Examinations and Regions

Receive direction that ensures the coordination and alignment of RM activities with overall RAD strategic and operational objectives.

Regional Manager SA, WA & NT

Receive direction from and work collaboratively with to deliver on WA Region activities. To receive guidance on the allocation of work and priorities and management of tasks and issues as needed.

Regional Management Team, Exams Team and other RAD Staff

Work collaboratively and collegially with team members to ensure the efficient and effective delivery of student event and exam activities and contribute to a positive team culture.

WA Regional Advisory Panel

Work collaboratively and effectively with Panel members,

provide information and support.

Teachers, Tutors, Pianists and other freelance staff

Maintain open and clear communication on requirements, schedules, bookings and policy. Provide information and support to ensure the successful delivery of activities and exams.

RAD Members and Customers

Provide quality customer service to answer enquiries and provide information.

Selection Criteria:

- Relevant qualifications or equivalent combination of training and experience in project coordination, event coordination, administration and customer service.
- Strong project management and time management skills including working to deadlines, planning and prioritising work, while attending to detail at all times.
- Good working knowledge of Microsoft Office (Word, Excel, PowerPoint), as well as booking or ticketing databases and CRMs.
- Excellent communication skills, both written and verbal.
- Capacity to build and maintain good working relationships with a diverse range of people. Ability to solve and respond to day-to-day queries and escalate to seek advice and direction when required.
- Strong customer service skills and a commitment to a 'customer-first' approach.
- Ability to be flexible with working hours, particularly when delivering key events, work weekends on occasion and travel within WA and interstate where required.
- Knowledge or experience of the performing arts and/or not-for-profit sector desirable.

The RAD Commitment to the safeguarding of children and adults at risk

The RAD has a 'duty of care' to provide a safe environment for and to promote the health and well-being of children, young people and adults at risk. The RAD takes all reasonable steps to ensure that safeguarding and promoting the welfare of children and adults at risk is embedded in our contact with them through the training and activities we provide. The RAD ensures that children and adults at risk are well protected and that there is a system in place to safeguard their welfare.

The RAD believes that the welfare of the children and adults is paramount, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse.

The RAD has adopted ['Policy and procedures on safeguarding children and adults at risk'](#)

- to facilitate protection for children under the age of 18 years and adults at risk during any activity provided by the RAD.
- to provide staff with procedures to follow in the event that they suspect a child or adult at risk may be experiencing abuse or be at risk of abuse or harm.
- to protect children and adults at risk where there is a concern about the behaviour of an adult, including a member of RAD staff.
- to assist all individuals at the RAD to meet their duty of care to safeguard all children and adults at risk who take part in RAD activities.
- to uphold our duty to have due regard to the need to prevent people (children, adults at risk and students) from being drawn into terrorism, known as the Prevent Duty, and
- to ensure that where RAD staff, RAD Trustees, RAD Subcommittee members, Trustees, students, Examination and Region students or visitors have concerns about the welfare of children or adults at risk, they are in a position to take appropriate steps to address them.

The RAD is committed to ensuring effective recruitment, selection and vetting as part of its commitment to safeguarding,

- The RAD will ensure that safe practice is integrated into all recruitment, selection, vetting and induction processes.
- The RAD has policies on the vetting of all staff, including working with children checks, the recruitment of ex-offenders and the secure storage, use, retention and disposal of disclosures and disclosure information.
- The RAD requires all employees and those working with children or vulnerable adults during RAD activities complete the working with children check in the state of their residency.
- Young people under the age of 18 years will not be employed in positions where they are responsible for teaching or supervising children and students under the age of 18 years.