



POETRY IN UNUSUAL
AND USEFUL WAYS

EDUCATION MANAGER Position Description

Title	Education Manager
Reports to	Executive Director
Direct reports	One
Contract terms	Three years
Hours of work	Full-time
Commencement	January 2015
Salary	\$70,000 plus superannuation
Location	SYDNEY 583 Elizabeth St, Redfern

ABOUT RED ROOM COMPANY

Red Room Company (RRC) is a not-for-profit organisation based in Redfern, Sydney. RRC creates, promotes and publishes new poetry in unusual ways taking poetry on the road with truck drivers, into multicultural and disadvantaged schools and communities, and correctional centres in urban, rural and remote Australia.

RRC's projects focus on commissioning new work and developing imaginative contexts in which this poetry can be creatively and critically explored. Through the delivery of unique public arts and education projects in a range of forms such as radio, podcast, live performance and innovative collaborations, RRC broadens the definition of, and experience with, high quality Australian poetry. The RRC is focused on the creation and distribution of new Australian poetry, with a focus on education and inspiring young, new and emerging readers, writers and performers of poetry in all its forms.

THE OPPORTUNITY

After a decade of successful operations and growth, RRC is entering a new strategic planning cycle where it is looking to achieve new levels of impact and artistic achievement.

The Education Manager has an important role to play in this period of transition and expansion. The next three years will see the company focus on education, creative pedagogy, professional learning and the development of learning resources. It is also anticipated that the Education Manager will work with state education bodies to achieve the accreditation of RRC's professional learning programs.

The Education Manager will also oversee the implementation of Unlocked, RRC's education initiative in NSW correctional and youth detention centres.

These two core programs carry the opportunity to engage new cohorts of philanthropic donors funders and partners to ensure their sustainability. The position works closely with the Development Manager to provide information and advocate on behalf of the programs with donors and funders as required.



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The opportunity will suit someone with the passion, business nous, communication skills and self-awareness to join our small team and help us tell our story as creatively and widely as possible. We are looking for someone with a strong arts education and pedagogy background who can work with imagination and creativity in all situations, communicate openly, and find joy in small things.

PURPOSE OF POSITION

To lead the planning, development and implementation of RRC's education and outreach programs.

KEY RESPONSIBILITIES AND DUTIES

Strategy & Reporting

- In collaboration with the Executive and Artistic Directors (ED and AD), develop the RRC Education and Outreach strategy 2015-2017
- Provide advice and content for a new RRC website delivering powerful education outcomes
- Report against the Education and Outreach strategic plan and budgets (income and expenditure) for RRC board meetings and as required
- Ensure the delivery of all education and outreach initiatives on time and on budget in a way that is consistent with the RRC brand

Poets In Residence

- Work with the RRC team, performance and page poets to present residency programs meeting the teaching needs of schools
- Ensure appropriate publication outcomes for students as a point of difference between RRC programs and competitors
- Develop residency programs which can be delivered digitally and make RRC programs more accessible for disadvantaged, regional and remote schools
- Maintain and develop the portfolio of school clients engaging RRC for Poets in Residence programs
- Work with the Executive Director to identify poets from Indigenous and diverse cultural backgrounds to become poets in residence for RRC
- Monitor, assess and provide feedback for the poets undertaking residencies for RRC to ensure the highest quality education outcomes
- Maintain and develop policy of continual improvement through post-program evaluation of teachers, students and poets



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Professional Learning and Teaching Resources

- Support classroom teachers to achieve enhanced student outcomes in literacy by planning and implementing teacher workshops and classroom teaching resources
- Develop proposals and presentations to deliver PD at state and national conferences
- Work with the Executive Director to secure the accreditation of RRC Professional Learning programs for classroom teachers
- Write and publish classroom teaching resources and market as widely as possible (collaborating with the Marketing & Communications Manager)
- Select, train and provide feedback to professional learning presenters for RRC
- Manage copyright for resource materials

Poetry Object

- Manage the national student poetry writing competition - Poetry Object
- Work with RRC team to market Poetry Object and increase participation across Australia
- Work with the Executive Director and Communications Manager to ensure publication outcomes for students and increased media footprint
- Work with RRC web site developers to house Project Object in most effective way

Unlocked

- With the AD and RRC poets, plan and implement RRC's creative literacy program *Unlocked* in NSW correctional centres
- With the Executive Director, maintain strong relationships with the Department of Corrective Services to ensure the continuation and increased reach of the program
- Work with the Development Director as required to attract new philanthropic support to the program
- Oversee development and production of resource materials the program
- Ensure appropriate publication outcomes for Unlocked participants

General

- Ensure the artistic essence of RRC is woven into all education and outreach activities
- Develop the RRC profile in other learning institutions by exploring partnership ideas and speaking at industry events
- Work with the Development Director to engage donors and sponsors in RRC activities and provide supporting data / information as required



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- Recruit and manage the Education Coordinator position
- Work with the education coordinator to oversee all interns and volunteers working on Education and Outreach programs

SELECTION CRITERIA

In addition to education expertise and common sense, key to the success of this role is a positive, energetic outlook, a creative and an entrepreneurial spirit, outstanding communication skills, and a collaborative, inclusive work style.

Essential

- Education qualification preferably with a literature/poetry specialisation
- Knowledge of Australian Curriculum outcomes and syllabus content
- Thorough knowledge of contemporary Australian poetry literature and Australian poets
- Demonstrated capacity to produce K-12 curriculum support materials in print and electronic form
- Demonstrated ability to develop and implement professional learning programs in poetry
- Demonstrated capacity for creative thinking, flexibility in changing education and creative environments, a preparedness to experiment with new ideas and innovative approaches
- Passion for language and its ability to educate, empower and inspire
- Outstanding interpersonal, written, communication and organisational skills
- Ability to meet deadlines and work to budget
- Current Working With Children Check and understanding of WWC policy and procedures
- Driver's licence

Desirable

- Strong relationships with the poetry community
- Experience in teaching poetry in schools / education sector
- Access to car

CLOSING DATE: DECEMBER 16, 2014

Applications with CV, addressing selection criteria to be addressed to Dr Tamryn Bennett,
tamryn@redroomcompany.org