



POSITION DESCRIPTION

Job Title	Coordinator: Dance
Reporting to	Creative Director
Direct Reports	Arts Support Workers
Location	Brighton, South Australia
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Services Employee: Level 5

About Tutti Arts

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodivergent people.

Tutti is a multi-arts organisation who believe in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

An excellent understanding of Tutti's programs, philosophy, and artist goals is required to ensure the successful delivery of its programs.

Role Purpose

The Coordinator Dance is responsible for the development and delivery of high quality, accessible and stimulating programs, activities and tasks related to Dance and Movement. The Coordinator Dance has responsibility for creating pathways from entry level to professional for Tutti Artists in the areas of dance and movement.

The Coordinator is responsible for exposing Tutti artists to a range of dance and movement genres and repertoire, including the work of disabled artists through programs, in line with Tutti's commitment to contemporary arts practice is responsible for the development and delivery of a high quality, accessible and stimulating annual dance program.

The position requires a combination of creative, organisational and technical skills in dance and movement to develop and implement programs and bring projects to fruition.

The Coordinator Dance is expected to work directly with Tutti Artists in programs 6-9 hours per week and will have 2-3.5 hours per week allocated to administration and planning proportionate to direct contact hours. The Coordinator may also support team leaders within the area of responsibility to deliver some programs.

Reporting Relationships and Key Stakeholders

The Coordinator reports directly to the Creative Director and works closely with other program coordinators and stakeholders which may include but not limited to the Executive Director, Disability and Quality Manager, Team Leaders, support staff, participants, and guest artists.

Leadership

Responsible for the quality of all Dance and movement related programs

Ensure that Tutti artists are exposed to and experiment with a range of dance genres and repertoire, including the work of disabled artists

Lead and mentor a team to develop and maintain standards of excellence in delivering programs

Support staff to grow, develop and maintain standards of excellence in all practice and outcomes.

Conduct annual performance reviews for all staff that directly report to this position.

Review and support individual staff goals to achieve specific outcomes

Support, lead and mentor staff to best support artist's appropriately within the program

Support student and volunteer placements.

Resolve workplace conflict in a professional manner in line with Tutti policy.

Create a fun team environment.

Artist support

Ensure that accurate artist/participant progress notes files are kept

Undertake goal setting at least twice yearly with artists attending programs of 3 hours or more

Ensure a clear program plan is communicated to support artists' goals

Ensure artists receive the support outlined in their individual support plan.

Communicate with participants, advocates, and families regarding goal plans and program support needs.

Prepare and deliver activities that will develop the skills of participating artists.

Review work produced in program and coordinate artist review and feedback sessions.

Program Administration

Ensure that all attendance is recorded in MYP as each session occurs, and in hard copy

Write a report a monthly on the programs you are responsible for, reporting on key activities, performances etc

Ensure any program changes, special events or excursions are communicated to Senior Leadership and Administration Staff

Ensure all attendance records are sent through to Finance for monthly invoicing

Induct any new external support staff

Communicate with artists families or support staff as needed

Manage financial decisions related to programs and any relevant projects, and plan and monitor equipment budgets.

Maintain equipment, resources, and materials, with consideration for access and safety

Ensure a clean and safe work area

Manage and roster staff to support or team lead programs within area of responsibility

Manage the required induction process for new staff, participants, and volunteers

General Duties and Responsibilities

Work closely with marketing regarding all promotion of events and performances

Demonstrate knowledge of Tutti policies and procedures and relevant legislation

.

Develop strong positive relationships with artists, staff and families or carers.

Embed National Disability Insurance Scheme (NDIS) quality standards into practice and culture

Lead a work environment that is free of discrimination, harassment, and bullying.

Ensure procedures, guidelines and policy is followed to provide a safe and harmonious workplace, seeking guidance when something is not understood.

Ensure compliance with all legal, and ethical obligations.

Undertake relevant training as required

Attend Tutti staff meetings and planning days

Other Duties/Special Requirements

Develop and maintain industry connections in both the arts and disability sectors.

Participate in relevant networks and inter-agency meetings whenever possible.

Accept and model Tutti values in organisational culture, practice, and diversity.

Be aware of performance and collaboration opportunities and work with the Creative Director to build relationships with relevant personnel and bodies

Source production staff and coordinate productions if required.

Assist Creative Director and Arts Manager to identify grant opportunities, develop funding submissions and prepare program and project acquittals Provide information and promote Tutti services, aims and objectives to other organisations and the community to educate re the value of artwork produced in the program

Undertake training as required in disability, arts, and administration.

Perform other reasonable duties commensurate with the classification, role, and training as directed by the Creative Director or the Executive Director.

The responsibilities of the Position Description may be altered in accordance with the changing requirements of the role.

Some out of hour's work may be required.

Tutti Workplace Requirements

All employees must:

Conduct their duties in accordance with Tutti's, Vision, Purpose and Values

Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.

Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.

Complete compulsory training as directed from time to time.

Be aware of their own health and wellbeing and attend the workplace able to conduct their duties.

Actively participate in performance reviews.

Maintain satisfactory work clearances as required by Tutti.

Be willing to work reasonable additional hours to meet specific role requirements.

Work, Health, and Safety

All employees must:

Understand and follow Tutti's safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.

Immediately report to their line manager or a member of the senior team any accidents or potential risks, hazards that have been observed.

Ensure all mandatory training is completed and up to date.

Ensure that the health and safety of themselves, staff, participants, students, volunteers, participants are not put at risk.

Be aware of their own health and wellbeing and attend the workplace in a fit state to conduct their duties.

Key Selection Criteria

Essential	Desirable
<p>Education /qualifications/ Tertiary Dance training Nationally Accredited First Aid Certificate Professional experience in Dance and movement</p>	<p>Education / qualifications Certificate 3/4 in Disability Work or equivalent/relevant work experience Maintains own professional practice SA Drivers license</p>
<p>Experience Experience working with learning disabled and neurodivergent individuals Experience in working collaboratively with other artists and arts organisations Demonstrated ability to build effective teams Supervision of employees, establishing and monitoring work outcomes Experience in successfully delivering dance programs</p>	<p>Experience Experience working on major projects in the community and mainstream or disability arts sectors</p>
<p>Skills Group work/facilitation skills Ability to effectively communicate to participants, their families, and advocates Ability to resolve conflict between individuals Ability to manage competing priorities Proficient in Microsoft outlook Ability to work without direct supervision Ability to generate solutions and adapt to avoid delay to programs Strong administrative and organisational skills Strong collaboration skills ability to work inclusively and appreciate diversity of skills</p>	<p>Skills Ability to work effectively as a member of a team and work independently in a range of settings</p>

<p>Knowledge Social Model of Disability Detailed knowledge of program activities and work practices relevant to work area</p>	<p>Knowledge NDIS Grant applications Budget/ financial management Disability Justice Movement Disability Allyship</p>
<p>Personal Attributes Exhibits personal drive and professionalism Effective communication skills with participants and stakeholders Ability to manage competing priorities and multi-task Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values Ensures a focus on wellbeing and safety of self and others, and raises concerns where necessary</p>	

Employee Signature _____ Date _____
[Name]

Employer Signature _____ Date _____
[Name]