

AFTRS

Outreach Manager (Ongoing Part-Time)

AFTRS is Australia's national screen arts and broadcast school. AFTRS' Engagement Division offers a range of short course training and learning opportunities across Australia.

The Outreach Manager reports to the Director of Engagement, and is responsible for providing emerging and diverse talent, with skills and career development opportunities. As an integral part of the AFTRS Engagement team you will be responsible for developing and delivering targeted programs and courses with a specific focus on Diversity and Inclusion and School Teachers and Students, often in partnership with Industry, government, or community organisations. You will have an opportunity to focus on expanding the diversity of our students and creating opportunities for engagement with groups not traditionally associated with AFTRS.

To be successful you will be a proven project manager with outstanding communication skills, who enjoys engaging with partners, community groups and educators, and has the ability to translate specialist content into effective training programs. A collaborative, cooperative and 'hands on' approach is essential.

As Outreach Manager you will be responsible for:

- Research and identify areas of emerging talent and develop and deliver high quality training programs to extend AFTRS' engagement with diverse communities including: First Nations, cultural diversity, disability, sexual orientation, gender identity, geographic location and socio-economic status. Talent Camp is AFTRS' current flagship program.
- Research, develop, deliver and evaluate training programs for primary and secondary school teachers and students, including AFTRS Media Lab, to be run in partnership with schools, government and/or philanthropic organisations where appropriate.
- Oversee the delivery and evaluation of training including budgeting, locating and contracting appropriate lecturers, as well as all logistical arrangements. Work with course support staff as appropriate.
- Actively network and represent AFTRS. Develop and nurture partnerships with relevant agencies and organisations including; not-for-profit community, educational, government, screen agencies and creative industries. Liaise with other AFTRS divisions involved in community outreach.
- Liaise with Marketing in relation to the design, management, tracking and evaluation of marketing for all Outreach courses. Maintain a database of community arts organisation, groups and specialists organisations that engage with diversity and inclusion in the arts.
- Contribute to school-wide initiatives and internal staff activities as required.
- Provide regular and ad hoc reports and briefing papers to senior management as required.
- Please note occasional work will be required outside standard hours including regional and interstate travel. The Outreach Manager will be required to successfully complete a Working with Children Check and to complete training in mandatory reporting.
- All employees are expected to actively support the School's vision, purpose and values and to adhere to the AFTRS policies and practices including in relation to workplace diversity, work health and safety, and industrial participation.

Selection Criteria

Essential:

- An understanding of and commitment to equity, diversity and inclusion and experience in targeting non-traditional markets for specialist tailored programs.
- Highly motivated, flexible and outcome focused with the ability to act autonomously and with sound judgement within established parameters while remaining a cooperative member of the team.
- Proven project management skills including the ability to manage multiple projects simultaneously including prioritising, resource management, and timelines.
- Outstanding communication skills, written and verbal, and the ability to represent AFTRS effectively.
- Excellent client/partner relationship management skills including the ability to build rapport, win favour and develop mutually advantageous initiatives.
- The proven ability to translate specialist content into successfully delivered training programs.
- Valid Working with Children Check.

Desirable:

- Understanding of and passion for the arts and creative industries.
- National creative industry and/or education networks.
- This position is open to all Australian citizens or Permanent Residents.

AFTRS is committed to building a richly diverse staff and faculty. AFTRS actively supports and appreciates workplace diversity and we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander people, people from a wide range of backgrounds and people with a disability.

Please note, the successful applicant will be required to undertake a Working with Children Check.

Salary: \$94,077 - \$102,996 pro rata (dependent on experience) plus up to 15.4% superannuation. You will also access generous personal and recreation leave provisions, study assistance, paid professional membership and professional development opportunities.

Closing date: Monday, 9 March 2020.

[WEB-LINK](#)