

The National Institute of Dramatic Art (NIDA) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity or expression, sexual orientation, age, marital or disability status.

The National Institute of Dramatic Art (NIDA) is Australia's premier training ground for future leaders and practitioners in the performing arts. Located at Kensington in Sydney, it is a centre of excellence in education and training. NIDA is unique in the world for its conservatoire training in the range that it offers which includes Acting, Design, Costume, Properties and Objects, Technical Theatre and Stage Management, Scenic Construction, Writing for Performance, Directing and Cultural Leadership.

The Opportunity

In consultation with the Senior Program Manager, the Program Manager – Adult Programs is responsible for the design and creation of all online and face to face adult short and part-time courses for NIDA Open nationally.

In addition, this role will manage the day-to-day staffing and delivery of all adult short courses in Sydney and part-time courses nationally under the direction of the Senior Program Manager.

The role ensures all adult courses run smoothly and efficiently, are appropriately staffed, have accurate documentation and resources and reflect current industry best practice in respect of performing arts education. It also ensures that the experience of all participants and stakeholders is of a consistently high standard and that casual tutors are well supported.

About You

You will have previous qualifications/experience working including practical, professional experience related to theatre, film or television, and the administration and delivery of arts and/or education training programs.

Combined with your excellent written and verbal communication skills, you will be working in collaboratively in a fast and delivery deadline-driven environment to plan and coordinate a high volume of varying tasks.

Position Profile

Please download the [position profile](#) for more information about this role.

Salary (TRP)

\$79,151.77 inclusive of 9.5% Superannuation

Benefits of Working for NIDA

- 50% discount for immediate family members to attend the NIDA Open programs
- Complimentary tickets to NIDA student productions
- Continuing Professional Development Opportunities
- A short bus ride from Central Station and Sydney CBD
- Discounted Health Club & Aquatic Membership at UNSW
- Access to the UNSW Library
- Novated Car Leases
- Workplace Banking
- Discounts from NIDA bars during events
- Annual Leave Loading (17.5%)

What we're looking for

Essential components of your application

- A brief cover letter that demonstrates your understanding of and capacity to undertake the role.
- Your C.V. including two references who can comment on your professional experience
- A separate document that addresses each of the selection criteria listed in the Position Profile individually.

Closing Date

11pm, 7 March 2021 (Only applicants who are shortlisted for interview will be contacted)

Considerations

Applications which do not address the selection criteria listed in the Position Profile will not be considered.

You are required to have the right to live and work in Australia to apply for this role. This role is not suited to a working holiday visa holder.

A valid Working With Children Check for NSW is essential. Having one or being willing to get one and to support and implement NIDA's Child Safe Strategies is necessary to undertake this role.

Contact

If you have any questions in relation to this role, please email peopleandculture@nida.edu.au

[Click Here to Apply](#)