Education Manager Position Description

Team	Education	**PD Classification**	Manager
Status	Part Time 0.6-0.8 FTE	**Effective Date**	November 2026
Term	Initial fixed term contract of one year		
Salary	TBC		
Location	State Theatre Company South Australia's offices located in the ABC Building, 85 North East Road, Collinswood, SA 5081		

SIGNIFICANT WORKING RELATIONSHIPS

Reports to	Artistic Director
Direct Reports (by position title)	None
Lateral Working Relationships	Artistic Director Executive Director Associate Director Marketing Team Development Team Production Team Finance Team Visiting Artists and Practitioners Operations Coordinator
Stakeholder Relationships	Department for Education Drama South Australia TAFE SA Universities and tertiary institutions Teachers and curriculum leaders Arts organisations and industry partners Sponsors and philanthropic supporters Education consultants and facilitators Venue partners Community organisations

POSITION DESCRIPTION

The Education Manager leads the design, development and delivery of State Theatre Company South Australia's education and learning programs. The role is responsible for building meaningful engagement between the Company's artistic program and students, educators, tertiary institutions and emerging artists across South Australia.

Working collaboratively across Artistic, Marketing and Development functions, the Education Manager develops innovative education initiatives that deepen audience engagement, support curriculum outcomes and strengthen the Company's position as a leading cultural and educational organisation.

The Education Manager is responsible for growing participation, maximising school attendance at productions, developing high-quality learning resources and fostering enduring partnerships with schools, universities, training providers and community organisations. The role contributes significantly to regional engagement, future audience development, artistic literacy and the Company's strategic commitment to accessibility, inclusion and lifelong learning.

POSITION OBJECTIVES

The Education Manager will:

1. Build on and deliver a comprehensive education strategy that aligns with the Company's artistic vision and strategic priorities.
2. Strengthen and expand relationships across the school, tertiary and educational sectors.
3. Create meaningful engagement opportunities in metropolitan and regional South Australia that connect audiences and learners with the Company's artistic program.
4. Maximise attendance by schools, universities and young people across the Company's annual season.
5. Develop educational resources and learning experiences that support curriculum outcomes and creative learning.
6. Position State Theatre Company South Australia as a leader in arts education and youth engagement.
7. Generate participation and revenue through sustainable and innovative education programs.
8. Support the development of future theatre-makers, artists and audiences.
9. Strengthen and expand relationships and collaborative opportunities for student engagement with other arts organisations.

KEY RESPONSIBILITIES

1. Education Strategy and Program Development

- Develop, implement and evaluate the Company's education and learning programs.
- Work closely with the Artistic Director and Marketing team to ensure educational initiatives align with artistic programming and organisational goals.
- Develop an annual education plan incorporating productions, workshops, professional learning, artist engagement and community participation opportunities.
- Identify opportunities for growth, innovation and strategic partnerships within the education sector.
- Monitor emerging educational trends, curriculum developments and policy changes to ensure program relevance.

Key Result

A contemporary and sustainable education program that supports artistic, audience development and organisational objectives.

2. School, Tertiary and Sector Engagement

- Build and maintain strong relationships with schools, universities, TAFE institutions and education networks throughout South Australia.
- Serve as the primary contact for educators and educational institutions engaging with the Company.
- Manage internships through partnerships with tertiary institutions (in alignment with partnership strategy)
- Develop partnerships that increase student attendance and participation in performances, workshops and educational events.
- Coordinate teacher advisory groups and consultation opportunities.
- Represent the Company at education conferences, forums, professional learning events and industry gatherings.

Key Result

Strong engagement across the education sector, including tertiary and arts organisations and increased participation in Company programs.

3. Education Resources and Curriculum Support

- Develop high-quality education resource packs, including content guides that link to curriculum for productions and programs.
- Provide education resources that sit alongside curriculum learning, connecting classroom content with creative process and understanding of the rehearsal room and theatrical process.
- Provide advice to internal teams regarding age-appropriate guides, content warnings, curriculum connections and educational opportunities.
- Create digital and physical learning resources to support teacher and student engagement.

Key Result

High-quality educational content that supports meaningful learning outcomes and understanding of theatrical process.

4. Student Engagement and Learning Programs

- Design and deliver workshops, artist talks, masterclasses, forums and in-school learning experiences.
- Design, deliver and grow the Young Theatre Makers Award.
- Coordinate production-related educational activities and opportunities for students.
- Facilitate student engagement programs that provide deeper insight into theatre-making processes.
- Organise post-show discussions, Q&A sessions with cast and creatives and backstage experiences where appropriate.
- Engage artists and creative practitioners to deliver educational content and workshops.

Key Result

Outstanding educational experiences that foster creativity, engagement and artistic literacy.

5. Marketing and Audience Development

- Promote productions and educational opportunities to schools, universities and youth audiences.
- Work collaboratively with the Marketing team to develop targeted education campaigns.
- Develop and maintain relationships with key school contacts.
- Contribute content to education newsletters, digital communications and promotional materials.
- Develop initiatives that build future audiences and strengthen brand awareness within younger demographics.
- Deliver the Education program launch for the upcoming State Educate Season.

Key Result

Growth in attendance, participation and educational engagement.

6. Program Operations and Administration

- Manage and oversee administration associated with education programs and events.
- Coordinate venue bookings, workshop logistics and participant registrations.
- Maintain comprehensive education databases and stakeholder records.
- Monitor program budgets and expenditures within approved parameters.
- Prepare ongoing sales and show reports for education activities, utilising the company's customer resource management system - Tessitura
- Evaluate and recommend programming for upcoming seasons
- Develop Education reports for board papers, industry articles and partnership impact reporting

Key Result

Efficient and effective delivery of education programs and services.

7. Evaluation and Continuous Improvement

- Implement evaluation frameworks to measure participant outcomes and program impact.
- Analyse attendance, participation and engagement data through utilising Tessitura reporting functions.
- Seek feedback from educators, students and stakeholders to inform future planning.
- Identify opportunities to improve program quality, impact and financial sustainability.
- Contribute to strategic planning and future growth initiatives.

Key Result

Continuous improvement and evidence-based program development.

SELECTION CRITERIA

Essential

- Demonstrated experience in arts education, learning, audience engagement or education program management.
- Strong understanding of the South Australian education sector and curriculum frameworks, particularly Drama and English.
- Experience developing and delivering educational programs, workshops and learning resources.
- Exceptional stakeholder relationship and partnership development skills.
- Excellent communication, presentation and facilitation abilities.
- Strong organisational and project management skills.
- Ability to work collaboratively across artistic, marketing and external stakeholder environments.
- Commitment to access, inclusion and lifelong learning.

Desirable

- Teaching or drama qualifications or educational training.
- Experience in the performing arts, theatre or cultural sector.
- Existing relationships within South Australia's education community.
- Experience evaluating educational initiatives and measuring impact.

SUCCESS IN THE ROLE

The Education Manager is a strategic relationship-builder who champions the transformative power of theatre and learning. Success is demonstrated through strong partnerships within the education sector, growth in school participation and audience development, delivery of inspiring learning experiences, and the creation of clear pathways that connect young people, educators and emerging artists with State Theatre Company South Australia's artistic work.

INTENT OF POSITION DESCRIPTION

This position description describes the broad scope of the role and provides a summary of the major duties and responsibilities performed by the person employed in this role; it is not exhaustive. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. This position description may also change from time to time with due consultation to meet the changing needs of the Company.

WHS OBLIGATIONS AND POLICIES AND PROCEDURES

State Theatre Company South Australia is committed to ensuring a safe, healthy and constructive work environment, one where all members of staff are assured that their activities and actions undertaken as an employee are undertaken in a collectively safe manner.

All staff must observe and comply with codes of conduct, policies and procedures set down by the Company from time to time. Each employee has a duty of care to adhere to reasonable safe work instructions and to utilise equipment provided in accordance with safe work methods. All incidents, unsafe working conditions and hazards are to be promptly reported. Staff are expected to undertake corrective actions resulting from WHS findings collaboratively. This obligation extends to work undertaken remotely.

State Theatre Company South Australia is an equal opportunity employer committed to diversity and inclusion. We encourage applications from people of all backgrounds, including First Nations people, culturally diverse individuals, and people with lived experience of disability.