



**RAW ENERGY DANCE  
EDUCATION**

**We have an exciting senior opportunity available - apply today to be our Team Coordinator!**

As a member of the Raw Energy Dance Education (REDED) Team, the Team Coordinator role provides support for on-the-ground operations, oversees the REDED dance instructing and assisting team and will be the school liaison.

Raw Energy Dance Education is committed to enriching the lives of those in our community and workplace by fostering an outlook that is progressive and adaptable. We pursue positive experiences through collaboration, creativity and respect in our workplace, classrooms and on the stage. Since 1999 REDED has been an inclusive environment where educational students receive a positive and engaging experience of dance through our curricular, extracurricular and online programs.

In 2023 REDED joined the ASPA Group. The Australian School of Performing Arts is the home of the 6,500 strong Australian Girls Choir, ASPA Education and will launch in Singapore in 2024. REDED is currently looking for a highly organised person to play a pivotal role supporting on-the-ground operations and overseeing our teaching staff in Sydney.

This part-time 9 month contract role (with the view to being able to offer the role permanently) is based in REDED's stunning Leichhardt Head Office with the five other team members (including an office dog and plenty of sparkly sequins!). There is untimed street parking easily available. 30 hours per week, delivered as six hours over five days.

**As our Team Support Coordinator you will:**

- Report to Head REDED - quarterly meetings will be set to review job description
- Lead recruitment of new team members, liaising with Kylie, Executive Director of Corporate Services, ASPA
- Confidently communicate with team members on a daily basis
- Onboard new team members
- Conduct quarterly teaching team reviews and review annual casual employment agreements
- Coach and care for team members, including performance management, for those requiring advanced teaching and curriculum support
- Coordinate rostering for each term via the Connectteams app
- Develop team training plans including learning, observing, co-teaching and teaching in conjunction with the Team Trainer
- Be available for occasional calls from team members from 7am week days (no weekends)
- Contribute to projects and collaborate with the rest of the team when required.
- Manage Timesheets and Payrun - liaising with Nic Ashton, Finance Manager, ASPA.
- Liaise with existing curricular and extracurricular schools including compliance, bookings, term dates, school contact person updates, blurb preparation for extracurricular school promotions.
- Build/continue to build on school relationships for future opportunities.

**The successful applicant will:**

- Embody your own values with confidence.
- Have an empathy for, and alignment with REDED's vision of 'turning lights on in little people to grow up to be awesome big people'.
- Enjoy working in a fast-paced, professional environment.
- Proven experience with Excel spreadsheets and apps.
- Be proactive with a solution focused approach and a proven detail driven skill set.
- Have high attention to detail and a team-oriented approach.

- An analytical, logistical mind with well-developed communication skills.
- Excellent problem-solving and decision-making capabilities.
- Be proficient in organising and prioritising tasks to meet deadlines and achieve objectives.
- Have a car and driver's license.
- Current Working With Children Check.

**Part-time 9 month contract position (with the view of offering permanency) including all entitlements: \$65,000K - \$70,000K Full-Time Equivalent, plus superannuation.** Salary will be based on the individual's skills and experience

We are looking for the right person with the skills and experience to fulfill the role requirements but also someone who shares REDed's values. REDed is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds. If you're interested in working with us, please send your one page cover letter and resume, specifying which role you're applying for, in one document addressed to Head REDed, Dale Pope to [HR@aspagroup.com.au](mailto:HR@aspagroup.com.au). **Applications close 9am Monday March 11.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS