

October 2026

Job Title **Learning Coordinator**

Contract: Ongoing

Reporting to: Head of Open Programs and Learning

ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company is Australia's leading contemporary dance company, creating and presenting a repertoire of new work across Australia and internationally under the artistic direction of Rafael Bonachela. Based on Gadigal Land at Sydney's Walsh Bay Arts Precinct, the Company has shaped the evolution of contemporary dance in Australia for more than five decades. Beyond the mainstage, Sydney Dance Company is a centre for creative development and learning, offering Australia's largest public in-studio dance class program alongside a breadth of training, education and independent sector initiatives that contribute to the national cultural landscape. More information sydneydancecompany.com

Sydney Dance Company is a Child Safe Organisation, we are committed to providing a safe, nurturing, stable and secure environment for children. We believe that the welfare of children participating in our programs is our highest priority and we foster practices to support children's health, developmental needs, self-respect and confidence.

POSITION PURPOSE

The Learning Coordinator plans and delivers face-to-face and online learning programs for primary and secondary schools, dance studios, teachers, young people and professional dancers.

The role delivers quality learning experiences including school matinee performances, dance workshops for schools and dance studios, teacher professional learning and education resource materials. In addition, the role delivers advanced training programs including the Youth Ensembles and Professional and Youth Intensives.

The successful candidate will have proven experience in the planning and delivery of dance training programs for schools or young people and be passionate about holistic dance education.

REPORTING / WORKING RELATIONSHIPS

The Learning Coordinator sits within Sydney Dance Company's Training and Education department which delivers experiences and activities for schools and young people, accredited and professional dancer training and a comprehensive open dance class program.

The Learning Coordinator reports to the Head of Open Programs and Learning. The role will also work closely with a casual pool of freelance teaching artists, dance teachers and choreographers. The role will be supported by casual assistants at key points throughout the year when undertaking marketing activities.

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DUTIES AND RESPONSIBILITIES

PROGRAM PLANNING AND COORDINATION

- Under the guidance of Head of Open Programs and Learning
 - Plan the yearly education program which includes School Matinees, Sydney based workshops and Teacher Professional Development to engage primary and secondary schools, dance studios and teachers.
 - Plan Advanced Training programs including Youth Ensembles, Professional Intensive and Youth Intensives.
 - Respond to bespoke program requests.
- Work with Head of Open Programs and Learning to coordinate the recruitment and training of casual teaching artists in conjunction with artistic staff.
- Work with Director Training and Education to support annual budgeting and forecasting processes.
- Plan and coordinate the delivery and sale of school matinee performances.
- Oversee communication and marketing activities to schools and dance studios for promotion of school matinees with casual team member support.
- Take enquiries and confirm ticketing and event information for school matinees and workshops.
- Work closely with the marketing team to deliver tactical marketing activities across all programs.
- Deliver learning support materials for schools and community engagement activities such as educational resource packs.
- Ensure programs are accessible to a wide variety of learners and delivered in line with Sydney Dance Company's learning philosophy.
- Ensure efficient and effective enrolment processes for quality user experience and accurate data record keeping.

PROGRAM DELIVERY AND IMPLEMENTATION

- Support the delivery of the school matinee performances.
- Coordinate face to face and online training experiences, drawing on Sydney Dance Company's creative processes.
- Coordinate the delivery and logistics of the education and training programs including responding to enquiries and confirming booking details and enrolments in a timely and efficient manner.
- Schedule teachers, provide them with all necessary information for program delivery and submit timesheets.
- Track levels of participation for workshop programs, intensives and other education programs.
- Coordinate invoicing, payments and other payment pathways for education and training programs.

MONITORING, EVALUATION AND REPORTING

- Assist with reporting and acquittal data.
- Ensure the Company's database (Tessitura) is utilised effectively to manage school and teacher relationships and booking details.
- Conduct evaluation processes and analyse responses for continuous improvement.
- Ensure compliance across all activities to Work Health Safety and Child Protection policies and procedures.
- Adhere to Sydney Dance Company policies.

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- Any other duties that may be required for success of the education program.

SELECTION CRITERIA

Essential

- Demonstrated knowledge of contemporary dance industry and training environments.
- Strong skills in planning, organisational and communication skills, coupled with high attention to detail
- Self-management skills including the ability to manage multiple competing priorities and manage time effectively with high emotional intelligence.
- An undergraduate degree or equivalent in education or performing arts.
- Demonstrated use of systems/CRM (customer relations management software) such as Tessitura
- Knowledge of Microsoft Office software suite (Word, Excel and PowerPoint).
- Current NSW Working with Children Check

Desirable

- Understanding or interest in choreographic process and creative development.
- Knowledge of NSW, Australian or other state-based Curriculum, in particular the creative arts and/or dance.

HOW TO APPLY

Please submit your CV and an application which address the essential selection criteria and outlines your relevant skills, capabilities and experience by Monday 2 November 9am to:

Samantha Dashwood
Sydney Dance Company
Wharf 4/5, Hickson Road
Dawes Point, 2000

by email to samanthad@sydneydancecompany.com

For enquiries please contact: Samantha Dashwood, +61 2 9258 4880

The preferred date of commencement for this role is Monday 14 December.

You must have the right to live and work in Australia to apply for this role.

Sydney Dance Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQIA+) people.

If you need any specific support to complete the application process, please contact Amy Burrows (she/her)
Executive Assistant | Sydney Dance Company
executiveassistant@sydneydancecompany.com or +61 2 9258 4809