SYDNEY DANCE COMPANY

November 2026

Job Title **Training Coordinator**

Contract: Permanent ongoing, Full time

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

In 2014 Sydney Dance Company launched the Pre-Professional Year (PPY), providing professional accredited training in an unparalleled environment. Since then, Sydney Dance Company's training programs have expanded to include not only the full-time PPY program but also Accredited Short Courses, Professional Intensives, Youth Ensembles and a part-time 12-month accredited Teacher Training program. These offerings provide diverse pathways for performers and educators to refine their practice, develop their skills and deepen their understanding of dance technique, performance and choreography. Sydney Dance Company is a Registered Training Organisation (RTO #45863).

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

POSITION PURPOSE

The Training Coordinator supports the delivery of Sydney Dance Company's training programs, ensuring a high-quality training experience for all participants. This role ensures a smooth student journey through effective communication and coordination of enrolments, fee tracking, attendance reporting and learning resources coordination. The Training Coordinator plays a key role in ensuring Sydney Dance Company maintains its compliance as an RTO through accurate record-keeping, data management and reporting. The role also provides administrative and operational support to guest teachers and choreographers, coordinating schedules, resources and logistics to ensure the smooth delivery of the training programs.

REPORTING / WORKING RELATIONSHIPS

The Training Coordinator reports to the Head of Open Programs and Learning and works closely with the Head of Training, PPY Program Manager, Learning Associate and Training Associate.

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DUTIES AND RESPONSIBILITIES

Student Support and Coordination

- Deliver inbound student enquiry support and provide application and enrolment administrative functions for Training programs.
- Monitor student attendance, actively communicating with students and informing training team of any concerns.
- Manage data through student journey from audition to course completion, utilising the Student Management System, Learning Management System and Customer Relationship Management systems.
- Coordinate Pre-Professional Year (PPY) auditions including registration, tracking of outcomes and maintaining accurate documentation and up-to-date cohort numbers throughout the selection period.
- Coordinate and track Teacher Training and Accredited Short Course applications including making offers and following up acceptances.
- Manage the enrolment documentation for courses, including enrolment forms and media release forms.
- Support accredited training students learning experience through issuance of student IDs, concession cards, locker allocation, login details and certificates.
- Ensure appropriate documentation and record-keeping of credit transfers and recognised prior learning as required.
- Provide technical support, respond, and resolve issues regarding students' usage of the Learning Management System including user issues, content delivery, and assignment submission.
- Oversee course fee payments and processing invoices and credit card payments for education and training programs, follow up overdue accounts.
- Communicate course schedules to students.
- Coordinate external secondments into the PPY program.
- Contribute to improving systems and processes to deliver improved student experiences and greater efficiencies.

Program Coordination and Teacher Support

- Coordinate PPY guest teacher and choreographers travel and accommodation arrangements.
- Contract and coordinate guest teachers and facilitators for Teacher Training and other training programs.
- Set up spaces for lectures and special workshops for PPY and Teacher Training.
- Run fortnightly payroll for Training programs.
- Provide support in coordinating marketing collateral across advanced training programs including the PPY Revealed performance program and PPY prospectus.
- Coordinate ticketing process for PPY productions including liaising with Ticketing on event builds and Marketing on invitations. Track opening night RSVPs, allocate seating and monitor numbers for performances.

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Record Keeping, Content Management, Reporting

- Support the development of digital and blended learning models by uploading and managing digital content on platforms including but not limited to the Learning Management System.
- Ensure all systems, including the CRM database Tessitura, are utilised effectively to manage stakeholder relationships and keep up-to-date records.
- Capture, upload and manage digital content for learning purposes into Learning Management System or other platforms as required.
- Support engagement with prospective students and pathway organisations through accurate record keeping.

Compliance and Quality Assurance

- Support the compliance of accredited training delivery.
- Support tracking and record-keeping of teaching and VET trainers / assessors' qualification and professional learning.
- Provide accessibility support for students during enrolment and assignment submission when required.
- Ensure compliance across all activities to Work Health Safety, Child Protection, Privacy and Data Management policies and procedures.
- Adherence to Sydney Dance Company policies and procedures.
- Any other duties that may be required for success of the education and training programs.

SELECTION CRITERIA

ESSENTIAL

- 2+ years of administration experience, preferably within a student learning environment
- Strong attention to detail whilst working productively
- Excellent written and verbal communication and interpersonal skills
- Ability to deal with competing deadlines and priorities
- Experience in the maintenance of databases and in data extraction and manipulation
- Ability to multi-task in a busy environment
- Experience using Microsoft Office software suite (Word, Excel and PowerPoint)

DESIRABLE

- Experience with learning management or student management systems
- Experience with Tessitura or similar customer relationship management software
- Experience using booking or ticketing systems
- Understanding/experience of dance/performing arts

SALARY

Salary range: $66,000-70,000 per annum, plus super.

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HOW TO APPLY

Please submit your CV and an application which addresses the essential selection criteria and outlines your relevant skills, capabilities and experience by Monday 30 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

This role is to commence 18 January 2027.

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