



Position Description

Date: 9 November 2023

Position Title: Creative Learning Coordinator

Reports to: CEO

Hours: Part time 22.5 hours per week

Our Vision

The Literature Centre imagines a future where all children and young adults in Western Australia have access to Australian literature created by a thriving, valued community of authors and illustrators. To achieve this vision we create and present a range of relevant and accessible creative programs, events and opportunities for young people.

Purpose of Role

Responsible for the coordination and administration of the Literature Centre's creative learning programs including literature, exhibition, creative writing workshops and author illustrator workshops.

Responsibilities

1. Coordinates, develops and supports the promotion of the Literature Centre's education programs including management of school bookings, invoicing schools and ongoing communication with schools and artists.
2. Makes travel arrangements including booking flights, accommodation, transfers and schedules and itineraries for presenting creative learning associates and artists.
3. Coordinates book orders for schools, as part of workshop delivery.
4. Communicates with schools, teachers and principals to promote The Literature Centre's education programs.
5. Supports events at The Literature Centre including Professional Learning, Book Launches, Australian Storytellers Festival and the Celebrate Reading Conference.
6. Works with the team and supports the CEO to develop new programs and services.

Work Related Requirements

Professional experience

- Knowledge and or experience in management of booking systems and or processes

Achieves results

- Works independently and as part of a team
- Takes responsibility for managing projects to achieve results

Shapes and manages strategy

- Researches and analyses information to contribute to programs and services

Builds productive relationships

- Nurtures relationships with stakeholders, colleagues and clients
- Values diverse views

Exemplifies personal integrity and self-awareness

- Adheres to the organisation's values and code of conduct and behaves in an honest, professional and ethical way
- Demonstrates self awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly and effectively to internal and external colleagues and partners

Desirable

- Knowledge of current trends in an education setting as a teacher, artist or administrator.