

PO Box 3638
Weston Creek
ACT 2611
(02) 6260 3626



Attachment A: Class Coordinator Position Description

Job Title: Class Coordinator

Job Purpose:

It is the Class Coordinator's responsibility to facilitate Warehouse Circus programs and contribute to the smooth running of any Warehouse Circus activities. At times Class Coordinators may also be required to fulfil the role of a Performance Director (see Performance Director Position Description).

Location:

Warehouse Circus Training Spaces at Maclaurin Cres, Chifley, ACT and University of Canberra High School Kaleen, ACT as well as Event/Workshop specific locations. The Warehouse Circus Vehicle will be provided where possible for travel to locations other than Warehouse Circus Training Spaces. Fuel for the Warehouse Circus van will be paid for by Warehouse Circus.

Reports to:

Operational Leadership Team

Direct Reports:

None

Key Responsibilities and Accountabilities

1. LEADERSHIP:

Provide leadership and direction to other trainers and participants inside and outside of classes including but not restricted to:

- Providing mentoring and training to trainee trainers, assistant trainers and new staff members
- Setting a good example to other staff, participants and the wider community through appropriate behaviour and conduct
- Informing all new staff and participants of our fire safety procedures

2. TRAINING:

Devise and carry out training for Warehouse Circus programs and workshops including but not restricted to:

Our supporters



- Core Program workshops
- School Program workshops
- Contracted workshops (eg. corporate bookings)
- Workshops at community events

3. PRODUCTIONS/PERFORMANCES:

Co-ordinate and supervise student performances including but not restricted to:

- Internal performances (ie. Mid and End of year Show; Performance Troupes' Theatre Production)
- Performances at community events
- Larger scale, directed performances as negotiated with the Training Director and Artistic Director (either as director or assisting the director)

4. SAFETY

Work to ensure the safety and wellbeing of all participants and trainers in all training sessions for which you are responsible by:

- Following the Warehouse Circus Inc. Policy and Procedures Guidelines and Risk Management Framework at all times
- Reading all participant enrolment documents upon receipt and becoming familiar with any special needs of participants and how to meet such needs
- Being aware of all emergency, fire safety and WH&S procedures
- Ensuring quick access to first aid materials at all workshops and events

5. ADMINISTRATION

Assist in administrative procedures including but not restricted to:

- The facilitation of the enrolment process (ie. ensuring member registration forms are completed by all Core, Specialty and School Holiday Program participants)
- The taking of class rolls
- The provision of information to parents and participants regarding classes and performances
- Arrival at all programs and workshops at least 10 minutes (earlier if requested) before the beginning of each class for class preparation and administration

6. OTHER

Other tasks as directed by the Strategic Leadership Team or Operational personnel in support of the Warehouse Circus Business Plan.

I acknowledge and accept this position description,

Print Name

Signature

Date