

**Royal Academy of Dance Coordinator
Victorian College of the Arts Secondary School**

Victorian College of the Arts Secondary School (VCASS) is a leading secondary school for the education and training of talented musicians, dancers, theatre and visual artists.

The position of Royal Academy of Dance (RAD) Coordinator at VCASS is responsible for the effective administration of this extracurricular program, including student enrolment, timetabling, entries for exams and other events - e.g. Bursary and the Kathleen Gorham Memorial Awards, staffing, and liaison with families and the VCASS finance function to ensure the timely administration of fees.

This is a half-day per week role and a Saturday onsite attendance is required. The incumbent will successfully reflect the exacting standards of the RAD dance education program with strong coordination, communication and organisational skills.

The opportunity exists to additionally teach in the program and the appropriate registration and qualification to teach the Vocational Grades syllabus, Intermediate through to Advanced 2 is required.

The position includes;

- Provision of information and enrolment documentation to students and families
- Preparation of attendance rolls
- Preparation of exam registration and competition entries
- Liaising with the finance function of the school in relation to the administration of fees
- Sourcing of staff, staffing allocation and timesheet approval
- Development of the timetable in cooperation with other extracurricular programs within the school
- Organisation of exam days
- Maintain currency with updated documentation, key dates and fees
- The opportunity to teach in the program

Remuneration for the RAD Coordinator role is an administrative rate under the appropriate education support classification in the Victorian Government Schools Agreement (VGSA 2022). For any clarification required, please email the contact below.

Enquiries and applications can be directed to Rod Morrison, Human Resources Manager, Victorian College of the Arts Secondary School via email rmorrison@vcass.vic.edu.au

Please apply by 11 December 2022