

# SPARE PARTS PUPPET THEATRE

## LEARNING & ENGAGEMENT PROJECT OFFICER

### JOB PACK

#### THE OPPORTUNITY

Spare Parts Puppet Theatre is seeking a 0.6 FTE (three days per week) one year fixed term Learning & Engagement Project Officer to join our dedicated team.

The Learning & Engagement Project Officer will be responsible for driving growth in the Company's Puppet Playtime and School of Puppetry programs in education and community settings across Western Australia. The role encompasses promotion, sales, planning, delivery and evaluation across both programs.

Puppet Playtime is Spare Parts' new creative learning program for children aged 3 to 5 years. Lovingly designed for curious minds and busy hands, it introduces young children to the world of puppetry and encourages their curiosity and imagination. School of Puppetry shares the joy and magic of puppetry with communities across Western Australia, delivering interactive workshops.

It is an exciting time to join Spare Parts' growing team at a defining moment in our history and period of bold business transformation. Building upon many years of success, we have committed to investing in an ambitious artistic program over the coming years that will result in growth in audience engagement, reach across the Western Australian community, employment of artists and diversification of income.

The successful applicant will be a highly motivated and organised individual with an eye for detail who can help Spare Parts deliver and grow our longstanding and impactful creative learning programs.

#### ABOUT US

Spare Parts Puppet Theatre is Australia's most respected puppetry company dedicated to the creation of puppetry and the artists who we create with. Through puppetry we tell stories that go to the heart of what it is to be human while connecting audiences across generations.

For over 40 years we have entertained and enriched the lives of millions of audience members both in Australia and abroad.

Our annual artistic program includes performances at our home theatre, touring to schools, theatres and festivals across Australia and abroad, puppetry workshops for children and adults, and artists training and development programs and has an annual audience and participant reach of more than 60,000 people.

Learn more about us at [www.sppt.com.au](http://www.sppt.com.au).

#### OUR VISION

To be an international centre of excellence in puppetry.

#### OUR VALUES

##### Imagination

We create adventurous and enriching theatre that expands the way audiences see, feel and experience the world. We are courageous. We experiment with new ideas and push the boundaries of the art form. Our artistic offerings heighten the imagination. We create contemporary puppetry works, fusing puppetry, digital arts, dance, visual arts, music, theatre and story telling.

##### Joy

We are an energetic, fun-loving and playful company. We bring joy to our audiences offering insight and perspectives into our lives.

##### Inclusion

Our work reflects the diversity of the communities we live and present our work to. We strive to remove barriers to our work and seek opportunities to increase accessibility across performances, physical venue, employment and participation.

### **Celebrating what it is to be human**

Through puppetry we engage with timeless and universal themes, exploring and celebrating what it is to be human. We reflect diversity, connection, emotional literacy, our identity as Western Australians and connection to place.

### **Excellence**

We strive for personal and professional excellence in everything we do. We treasure our audiences with an uncompromising commitment to quality. Our puppets are beautifully and superbly hand-crafted. We are leaders in the art form and artist development for puppetry.

### **WHAT WE'RE SEEKING**

The successful applicant will possess the following skills and experience:

#### Essential:

- Passion for the arts
- Strong organisational skills and an ability to multi-task
- Well developed interpersonal communication skills and an ability to manage multiple stakeholders
- Strong written communication skills and an ability to develop effective promotional materials
- Capacity to work autonomously, manage deadlines, problem solve and demonstrate initiative
- Computer skills and experience with Microsoft Word and Excel
- Current Working with Children's Check or willingness to obtain one

#### Highly Desirable:

- Experience in delivering programs to community organisations, arts organisations or within schools
- Experience achieving program KPIs and/or income targets
- Experience in arts administration, logistics or operations

Spare Parts Puppet Theatre is committed to equity and inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers and LGBTIQA+ people. Please give us a call if you would like to discuss the role prior to your application.

### **THANKS**

This role has been made possible by project funding from Lotterywest whose grant helps connect our community through arts and cultural activities.

### **HOW TO APPLY**

To apply send a **cover letter and a current CV with a minimum of two referees** to [recruitment@sppt.asn.au](mailto:recruitment@sppt.asn.au) by the closing date. The cover letter should address the Selection Criteria above. Applications close at **Midnight on Sunday, 25 February 2024.**

Please make the email subject: **LEARNING & ENGAGEMENT PROJECT OFFICER - Firstname Surname**

For more information contact: Katie Henebery, Executive Director 08 9335 5044 [ep@sppt.asn.au](mailto:ep@sppt.asn.au)

## **LEARNING & ENGAGEMENT PROJECT OFFICER**

### **FUNCTION OF THE POSITION**

The Learning & Engagement Project Officer will be responsible for driving growth in the Company's Puppet Playtime and School of Puppetry programs in education and community settings across Western Australia, including planning, delivery and evaluation.

### **ORGANISATIONAL RELATIONSHIP**

Reports to the Executive Director

Direct reports include casual project Teaching Artists, artists and arts workers delivering School of Puppetry workshops.

### **DUTIES**

#### **Puppet Playtime**

- Assist with the planning and delivery of annual Puppet Playtime tour to metro and regional communities
- Work with the Learning and Engagement Officer to develop scalability, commercialisation and future growth of this pilot program.
- Develop relationships with and manage the rollout of the Puppet Playtime Program to presenters across WA in early years education and community settings

#### **School of Puppetry**

- Work collaboratively with the Artistic Director, Associate Director and Learning & Engagement Officer to deliver the School of Puppetry program.

#### **Sales and Promotion**

- Identify new markets for Puppet Playtime and School of Puppetry including early learning centres, libraries, museums, schools, performing arts centres and Community Resource Centres.
- Work with the Marketing and Communications Officer and Learning and Engagement Officer to develop high quality and effective sales and marketing materials.
- Promote Puppet Playtime and School of Puppetry generating sales to achieve income targets.
- Issue and follow up quotes for both programs

#### **Administration**

- Coordinate the administration of a Puppet Playtime and School of Puppetry including issuing contracts.
- Coordinate teaching artists and performers delivering Puppet Playtime and School of Puppetry including rostering, contracting and payroll records.
- Maintain accurate records for reporting on program delivery.
- Contribute to funding applications and acquittals for program funders.
- Work with the Learning and Engagement Officer to ensure a well-stocked and tidy storage for workshop and craft materials.
- Oversee budgets as instructed by the Executive Director

#### **Other**

Other duties as required by the Executive Director

### **HOURS**

This is a part-time fixed-term position of 22.8 hours per week, between the hours of 8.30am and 6pm Monday to Friday in consultation with the Executive Director. From time to time the hours of engagement may vary when mutually agreed to in advance with the Executive Director.

### **SALARY**

\$62,000 per annum pro rata + Super