

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

POSITION DESCRIPTION

POSITION NUMBER: 50

POSITION TITLE: PROGRAM MANAGER - REGIONAL

DIVISION: OPEN PROGRAM

DEPARTMENT: **DATE: 5.5.11**

COST CENTRE: 6571

REPORTS TO: HEAD OF NATIONAL OPEN PROGRAM

CLASSIFICATION: ACADEMIC 2

STATUS: FIXED TERM

BROAD FUNCTION:

Proactively identify, develop and deliver training specifically for the Regional markets including industry, primary and secondary school, introductory level, re-skilling, life-long learning, online and other tailored programs where required. Actively develop this market for AFTRS, growing the market and relevance of AFTRS programs. Liaise with relevant Regional bodies and organisations.

Guest lecturers and casual support staff may report to this position.

PRINCIPAL RESPONSIBILITIES:

1. Research, initiate and manage the identification, design, delivery of a national training program in the regional areas and others as directed.
2. Design and deliver the program and coordinate training with related administration, as appropriate. This includes budgeting, locating and contracting appropriate lecturers as well as all logistical arrangements, in addition to teaching where appropriate.
3. Actively network and develop partnerships with relevant national and regional: organisations; communities; educational, government and Industry bodies, and the Industry.
4. Assist in the design, management, tracking and evaluation of marketing that is targeted at the regional market.
5. Provide advice and reports to senior management and staff in relation to programming and strategic initiatives for the School.
6. Follow direction from Senior Management. Liaise with Open Program staff as required, and other stakeholders and staff where required. Liaise closely with the Open Program Administration Manager.
7. Devise special interest programs and courses including the investigation and delivery of online programs.
8. Assess training and delivery of courses and provide reports.
9. Undertake other duties as required.

Please note that occupants of this position will be required to undergo a Working with Children check.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Staff are expected to actively support the Mission Statement and objectives of the AFTRS. Staff are also expected to adhere to the AFTRS' policies and practices in relation to Workplace Diversity, OH & S and Industrial Democracy.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Program Manager – Regional

PN 50

Selection Criteria

Essential:

1. Awareness of the screen arts and/or radio industries with considerable professional experience and contacts in at least one sector.
2. An understanding of programming for a broad range of target markets and the ability and willingness to identify and approach non-traditional new markets.
3. Proven ability to recognise opportunities that align with the Divisional strategy and to develop, advocate, implement and review business plans that take advantage of these openings.
4. Excellent communication skills (verbal and written) and the ability to effectively represent Open Program internally and externally at all levels, including negotiating formal agreements.
5. Proven ability to act with initiative and sound judgement within established management parameters.
6. Ability to develop external partnerships and relationships and to understand, interpret and deliver on a client brief.
7. Proven ability to manage a project to successful completion including: involving stakeholders; management financial and staff resources; reviewing and adjusting the process and plan as circumstances require, and completing the project on time and on budget.

Desirable:

1. Established regional networks and connections.
2. Experience in developing and delivering educational content including online training.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Program Manager, Regional

\$65,290 to \$89,704 pa

AFTRS is Australia's national screen arts and broadcast school.

We are looking for an Arts/Industry professional with an understanding of programming for target markets, particularly in regional areas, and the ability to develop partnerships to take on this challenging new role. As Program Manager you will be responsible for recognising opportunities and developing and delivering training for all levels and areas of the Regional market. To be successful you must be an excellent communicator who can inspire confidence, an effective project manager, and work collaboratively and co-operatively within a small team of committed professionals.

This 3 year fixed term appointment, based in Sydney, can only be offered to an Australian citizen or permanent resident.

This position has been identified as potentially working with children. It is an offence under the *NSW Child Protection (Prohibited Employment) Act 1988* for a person convicted of a serious sex offence to apply for this position. The successful applicant will be required to complete a Working with Children Check. Failure to successfully complete or meet the check requirements may result in termination of employment.

For application information visit www.aftrs.edu.au or contact Human Resources on (02) 9805 6619 or 1300 366 464. Written applications addressing selection criteria, outlining skills, experience and qualifications, and nominating 2 referees should be forwarded to:

The Head of Human Resources, PO Box 2286, Strawberry Hills NSW 2012,
emailed to jobs@aftrs.edu.au or faxed (02) 9805 6510.

Closing date:

AFTRS supports workplace diversity.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Program Manager - Regional

Open Program

3 year contract

\$65,290 to \$89,704 pa

AFTRS is Australia's national screen arts and broadcast school. Open Program offers a range of short training and learning opportunities across Australia.

We are looking for an Arts/Industry professional with an understanding of programming for target markets, particularly in regional areas, and the ability to develop partnerships to take on this challenging new role. As Program Manager you will be responsible for recognising opportunities and developing and delivering training for all levels and areas of the Regional market.

To be successful you must be an excellent communicator who can inspire confidence, an effective project manager, and work collaboratively and co-operatively within a small team of committed professionals. Established regional networks and connections would be an advantage.

Terms: This 3 year fixed term appointment, based in Moore Park Sydney, can only be offered to an Australian citizen or permanent resident.

This position may require occasional evening and weekend work and the successful applicant will be required to consent to a Working With Children Check. It is an offence under the *NSW Child Protection (Prohibited Employment) Act 1998* for a person convicted of a serious sex offence to apply for this position.

Enquiries: For application information visit www.aftrs.edu.au or contact Human Resources on (02) 9805 6619 or 1300 366 464. Further questions can be referred to Martin Brown on (02) 9805 6412.

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