



Position Overview

Position Title: Youth & Education Programs Coordinator

Reports to: Youth & Education Programs Director

Department: Education and Youth Programs

Contract: 2 Years Part Time (3-4 days pw), potential for extension

This is an identified Aboriginal Torres Strait Islander Position. Applicants must be of Aboriginal or Torres Strait Islander descent. Exemption is claimed under Section 14d of the NSW Anti-Discrimination Act 1977.

ACKNOWLEDGEMENT

Bangarra is a culturally safe organisation that acknowledges 65,000 years of First Nations history and pays its respect to Aboriginal and Torres Strait Islanders Elders past and present. We recognise sovereignty was never ceded. Australia always was and always will be, Aboriginal and Torres Strait Islander lands.

WHY WORK FOR US?

- An exciting role working for Australia's iconic Indigenous performing arts company,
- A rare opportunity to play a crucial role in Bangarra's unique youth and education programs, that connect Aboriginal & Torres Strait Islander young people with Culture and Communities across Australia,
- Work at the newly expanded, vibrant Walsh Bay Arts Precinct and enjoy workplace, flexibility, including working from home, flexibility on taking gazetted public holidays such as January 26th on a separate day, cultural leave,
- A collaborative and innovative company culture where your contributions are highly valued,
- Growth and development opportunities including free access to LinkedIn Learning, Cultural Awareness training, study leave and dedicated training budget,
- A workplace culture that fosters personal wellbeing.

COMPANY PROFILE

We are Bangarra Dance Theatre. We are a company of professional Aboriginal and Torres Strait Islander performers. We are storytellers. We are fire makers.

As one of Australia's leading Indigenous performing arts companies, we share our culture with Communities and audiences across Australia and the world.

We have been making our indelible marks on the Australian and international theatre landscape for over three decades. We are at home performing on Country, on Australia's most iconic stages and running education workshops and programs to nurture the next generation of storytellers.

We are for the hundreds of First Nations Communities across Australia – and for anyone who wants to be part of our story.



Position Description

Working under the direction of the Youth & Education Programs Director, this role supports the delivery of Bangarra's youth and education programs and activities, especially in the areas of coordinating and administration of workshops, education performances, and community liaison. The role requires onsite work with the ability to work remotely by arrangement.

Areas of Responsibility

Youth Programs

1. Provide coordination and administrative support to the Youth & Education Programs team.
2. Collaborate with the Marketing team and designer to develop and distribute marketing materials, including e-newsletters, social media content programs and cast sheets for youth programs events and activities.
3. Manage administration, bookings, and communication with Rekindling Communities and Youth Program initiatives.
4. Support the Youth & Education Programs Director with the budgeting, planning, and staffing of youth programs events and initiatives.
5. Provide administrative support to the Youth & Education Programs team including travel booking and assistance with venue hire for program activities.
6. Liaise with other areas of Bangarra to contribute to company budgeting and planning, marketing, fundraising and evaluation, particularly when the Youth & Education Programs team is away from the office delivering programs.

Education

1. Handle all enquiries from teachers, students, schools, and institutions—providing study guides and standard education resources. Escalate complex requests to the Youth & Education Programs Director and support curriculum-related permissions and consultations.
2. Coordinate all communications with schools' performances (incl. Wilay), including bookings, ticketing, content details, and logistics. Ensure schools receive timely and accurate information, liaise with venues, and manage distribution of promotional materials.
3. Lead the on-the-day delivery of school performances, acting as the main contact for schools and overseeing all logistics and paperwork.
4. Track and report on education enquiries and engagement, contributing to Bangarra's national reporting and statistics.

Other duties

1. Process invoices and expenses for the team using various finance software (Xero, ApprovalMax, Weel) within policy and on a timely basis.
2. Perform other reasonable duties as instructed by the Youth and Education Programs Director.

ESSENTIAL SELECTION CRITERIA

- Awareness of Aboriginal and Torres Strait Islander cultural and social issues with the intention of maintaining the integrity of Bangarra's relationships with both individuals and community,
- Minimum 3 years' experience in a similar role working for an education organisation or not-for-profit in workshop and education program delivery,



- Excellent written & verbal communication skills,
- Excellent end-to-end project management and administrative skills,
- Flexible and adaptable to working within a small very hands-on hardworking team,
- Ability to manage multiple tasks and problem solve within short deadlines, to be proactive and always keen to help and learn,
- Ability to work autonomously and collaboratively as required,
- Experience with Microsoft Word, Excel, Canva, email and web searches.

DESIRABLE SELECTION CRITERIA

- A valid and current Driver's License,
- Experience with database systems (including Tessitura), Sharepoint or similar data storage and sharing system,
- Education qualification and/or previous dance teaching experience.

TO APPLY:

Please email the following:

- A statement against the Essential Selection Criteria (max. 3 pages)
- A full CV including the names of three referees (referees will only be contacted after consultation with you)
- A cover letter (optional)

To: jobs@bangarra.com.au by 9am Friday 28 November 2025.

To inquire about the role, or if you require any assistance, please contact Sidney Saltner, Youth Program Director at sidney@bangarra.com.au .