

Education Manager

Position Objective

To manage education programmes at Kelly Tarlton's and ensure that all related products are delivered to a world class standard, while maximising profits from this area.

Reporting to: General Manager

Company: Kelly Tarlton's

Location: Auckland NZ

Selection Criteria

Key Accountabilities include, but are not limited to:

- Manage the Education budget to ensure that costs are kept within budget and maximise revenue to achieve objectives in this area;
- Manage the Education groups visiting on a day to day basis, ensuring that delivery, information and facility are all at a high level;
- Manage the booking process for all Education products, ensuring that confirmations and applicable information is sent to groups soon after booking;
- Identify growth opportunities through the wider Education market to maximise business;
- Manage the design and implementation of applicable resources for the various Education groups to utilise (website info sheets, down loadable work sheets, attraction quiz etc); and
- Work with the Sales and Marketing teams to ensure that promotions and events are well supported by the Education offering on site.

Behavioural Competencies

The successful candidate will need to demonstrate the Village Roadshow Core Competencies (refer to page 2 for definitions).

- **Contributing to the Team**
- **Communication**
- **Customer Focus**
- **Decision Making**
- **Work Standards**
- **Continuous Improvement, Innovation & Sustainability**
- **Managing People**

The successful applicant also needs to possess the following:

- Teaching qualifications with recent teaching experience gained in New Zealand;
- Experience in writing educational resources;
- Experience working with budgets; and
- Strong knowledge of marine and/or Antarctic environments.

Please forward your letter of application, highlighting your ability to satisfy the position's Key Accountabilities and the Selection Criteria, as well as your current resume.

To apply:

Applicants please visit: www.villageroadshowcareers.com.au by **22 September 2010**.

CORE COMPETENCY DEFINITIONS

Contributing to the Team Actively participating as a member of a team to move the team toward the completion of goals.

Communication Clearly conveying information and ideas in a manner that engages the audience and helps them understand and retain the message.

Customer Focus Making internal and external customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.

Decision Making Committing to an action after analysing financial, people and organisational information and developing alternative courses of action based on logical assumptions, facts, and available resources.

Work Standards Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

Continuous Improvement, Innovation & Sustainability Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact, including where appropriate the generation of innovative solutions.

Managing People

For staff who have people management responsibilities only

Using interpersonal styles and methods to help build a cohesive team; inspire and guide individuals towards higher level of performance; modifying behaviour to accommodate tasks, situations, and individuals involved.