

2027 School Production Choreographer

Information & Scope of Services

Engagement	External service provider / contractor
Engagement period	Thursday 28 th January – Friday 25 th June (Term 1 & 2, 2027)
Rehearsal schedule	Wednesday evenings, approximately 3:20 pm - 5:00 pm
Production dates	Monday 21 st – Thursday 24 th June 2027
EOI closing date	Friday 28 August @ 5:00pm
Contact	Naomi Harris, Business Manager Colac.sc@education.vic.gov.au 5231 9800

1. About the Opportunity

Colac Secondary College is seeking Expressions of Interest from suitably experienced individuals or businesses to provide choreography services for the College's 2027 School Production.

The successful applicant will work collaboratively with the Co-Directors, Production Manager and wider production team to design, teach and maintain the choreography and movement elements of the production. Movement should support the storytelling, music, characters and overall artistic vision of the production while remaining accessible, engaging and achievable for students with varying levels of experience and ability.

The engagement will also include a coordinating role in costume sourcing, including researching and recommending suitable costume options that support both the artistic vision and practical movement requirements of the production. Final costume decisions will be made collaboratively by the production team.

2. Scope of Services

Design and develop choreography that supports the storytelling, character development and musical style of the production.

Develop and communicate a clear choreographic vision aligned with the Directors' artistic concept.

Teach choreography to students of varying experience and ability levels, adapting movement where required to support inclusion and student success.

Lead dance rehearsals, movement workshops and choreography revision sessions throughout the rehearsal process.

Refine and maintain choreography to support consistency, confidence and performance quality.

Collaborate with the Co-Directors to integrate choreography with acting, staging and vocal performance.

Work with the musical score, song structures and character journeys to support the dramatic purpose of each musical number.

Provide input into dance-related casting considerations and movement requirements for roles where requested.

Coordinate choreography with set pieces, props, scene transitions, lighting, microphone requirements, backstage movement and stage spacing.

Research and recommend costume options, suppliers and practical solutions for consideration by the production team.

Adapt choreography to suit rehearsal spaces, performance venues, technical requirements and student capabilities.

Support choreography integration during technical rehearsals, dress rehearsals and performances.

Maintain a safe rehearsal environment and promote appropriate movement, dance and performance safety practices.

Document choreography, formations, counts and movement notes as required to support rehearsal efficiency and performance continuity.

3. Rehearsal and Production Commitment

Regular rehearsals are anticipated to occur on Wednesday's from approximately 3:20 pm to 5:00 pm during the production rehearsal period. The successful applicant will also be required to attend additional rehearsals where reasonably required in the lead-up to the production, including relevant technical rehearsals, dress rehearsals and performances.

Applicants should identify any known availability limitations in their Expression of Interest.

4. Applicant Requirements

Applicants should be able to demonstrate:

Relevant experience in choreography and/or dance instruction.

The ability to work effectively with secondary-school-aged students with varying levels of experience and ability.

Knowledge of a range of dance styles suitable for musical theatre.

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A commitment to student wellbeing, child safety and workplace health and safety practices.

The ability to work collaboratively with a school-based production team and meet the required rehearsal and production schedule.

A current Employee Working with Children Check, or capacity to obtain and maintain the required clearance prior to commencing the engagement.

The following experience is desirable:

Previous experience choreographing school, youth or community theatre productions.

Experience teaching dance to young people.

A background in musical theatre performance or production.

Relevant dance, performing arts or teaching qualifications and/or experience.

5. Fee / Written Quote

As part of the Expression of Interest, applicants are requested to provide a written quote for the proposed engagement.

Total proposed fee and/or applicable hourly or session rate.

Whether GST is applicable.

Any anticipated travel, accommodation or other additional costs.

A brief description of what is included within the proposed fee.

The College may seek clarification of pricing or scope before finalising an engagement.

6. What to Include in Your Expression of Interest

A brief outline of relevant experience and suitability for the engagement.

Details of relevant qualifications, where applicable.

Examples of previous school, youth, community or musical theatre production experience.

Your proposed fee / written quote.

Availability for the anticipated rehearsal and production schedule.

Contact details for two referees.

Confirmation of current Working with Children Check status.

7. Assessment of Expressions of Interest

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Expressions of Interest will be assessed having regard to relevant experience, demonstrated ability to work with young people, suitability for the production environment, availability, proposed approach and overall value for money. The lowest-priced submission will not necessarily be selected.

Colac Secondary College may contact referees and may invite shortlisted applicants to discuss their submission before a preferred provider is selected.

8. Child Safety and Contractor Requirements

The successful applicant will be required to comply with Colac Secondary College and Department of Education child safety, conduct and workplace health and safety requirements applicable to contractors working with students. Relevant suitability checks and contractor documentation must be completed before services commence.

The preferred applicant may also be required to provide evidence of appropriate insurance and other supplier information required by the College prior to engagement.

9. Submission Details

Expressions of Interest should be submitted by Friday 28 August to:

Naomi Harris

Business Manager

Colac Secondary College

Colac.sc@education.vic.gov.au

5231 9800

Questions regarding the scope of the engagement or the Expression of Interest process can be directed to the contact person above.

10. Important Information

This Expression of Interest is an invitation to submit information and a written quote for the provision of services. It does not constitute an offer of employment or guarantee that an engagement will be awarded. Any appointment will be subject to the College's required approvals, procurement processes, suitability checks and execution of appropriate engagement documentation.

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