

Constantina Caldis Roberts

Work experience:

May 2021 – Current **Academic Program Specialist: Scheduling & Community Engagement**
University of Calgary, Faculty of Arts, School of Creative and Performing Arts /
Department of Art and Art History, Calgary, Alberta, Canada

Oct 2020- April 2021 Community Engagement & Academic Schedule Coordinator
University of Calgary, Faculty of Arts, School of Creative and Performing Arts, Calgary,
Alberta, Canada

July 2020 – Oct 2020 **Business Analyst (Freelance)**
Australian Guild of Music, Victoria, Melbourne, Australia

- Data collection and management
- Development and management of RPL (Recognition of Prior Learning) digital application form
- Management and Adjudication of the UNLOCK'D Composition Competition

Jan 2017 – Apr 2020 **Education and Public Programs Coordinator**
Studio Bell: National Music Centre, Calgary, Alberta, Canada

2018-2020 Education and Public Programs Coordinator

- Co-ordinate and manage all school and youth field trips to the centre using multiple software and web-based platforms
- Manage, schedule, timetable and coordinate 8-10 educators
- Run surveys and report on statistics annually
- Coordinate staff meetings
- Coordinate team development, new programming and documentation
- Work with all departments for coordination of community events

2017-2018 Educator

- Deliver programming for school tours of all ages
 - This includes gallery scavenger hunts, Kimball theatre organ performances and musical classroom activities
- Deliver public/private tours of all exhibits and artifacts
- Assist with the development of new programs and tours

Jan 2017 – Dec 2017 **Piano Instructor / Administrator**
Grace Notes Music Academy, Calgary, Alberta, Canada

- Deliver piano lessons to students of all ages
- Utilize the Harmony Road course material during lessons
- Provide administrative support to the director
 - Payment from clients (JackRabbit)
 - Staff recruitment
 - Website editing
 - Co-ordination of schedules

Aug 2006 – Oct 2016 **Registrar**
Academy of Sound Engineering, Johannesburg, South Africa

2014-2016 Academic Registrar

- Troubleshoot, resolve issues and make academic decisions together with the Academic Board
- Ensure compliance with the Department of Higher Education (DHET) in South Africa and Council of Higher Education (CHE)
- Develop and Design new programs/qualifications of study
- Develop and coordinate new and efficient administrative processes
- Manage administration department and lecturers

- Monitor and provide all assessments/examination schedules and timetables
- Manage and enforce quality assurance mechanisms in alignment with the South African Quality Assurance (SAQA) organization
- Update all annual Undergraduate Student Handbooks (Student Prospectus)
- Offer academic support to students regarding their academic status
- Offer academic and day-to-day support for lecturing staff regarding academic policies and procedures.

2009-2013 Head of Music Department / Academic coordinator / Lecturer

- Further Development of music course curriculum for sound engineers
- Manage music department and its lecturers
- Development of music exams, assessments, tutorials and practicals
- Collect and collate music results for reporting system transcripts
- Assist Academic Manager with student administration tasks
- Lecture the rudiments of music theory, song-writing, instrumentation
- Lecture Pro tools software program
- Participate in the mentorship program involving the guidance of students through their program of study
- Share ideas and strategies as a member of the Academic Board

2006-2008 Part-time Music Theory lecturer

- Development of music course curriculum for sound engineers
- Lecture the rudiments of music theory, song-writing, instrumentation

Jan 2002 – Oct 2016 **Private Piano and Music Tutoring**
Self-employed, Johannesburg, South Africa

- Classical piano training techniques and performance training
- Music Theory training
- Teach all ages
- Conduct annual concerts for students
- Registered teacher with UNISA (University of South Africa)
- Prepare students for examinations with UNISA, Associated board of Royal Schools (ABRSM) and/or Trinity London

Jan 2004 – Dec 2007 **Music Enrichment Workshop (MEWS) Coordinator and Lecturer**
The University of the Witwatersrand, Johannesburg, South Africa

- Coordinate and run this outreach program for underprivileged individuals
- Hire music lecturers
- Maintain the bookkeeping, finances and salaries
- Lecturer music theory component
- Conduct annual concerts

Aug 2008 – Aug 2009 **Freelance Sound Engineer**
RAP Studios SABC, Johannesburg, South Africa

- Record Radio Advertisements
- Work with producers and their concepts

Volunteer Experience:

Gallery Attendant (2017 - 2018)
Studio Bell: National Music Centre

Assistant (2006 - 2010)
(CASA) Composers Association of South Africa
Provide secretarial assistance
Organize and assist with workshops

Education:

Approved by IQAS (International Qualifications Assessment Service - 166100IMM)

2014	Masters Degree of Arts (With Distinction) Digital Arts Interactive Media University of the Witwatersrand, Johannesburg, South Africa
2009	Post Secondary Diploma Sound Engineering Audio Post Production Major Academy of Sound Engineering, Johannesburg, South Africa
2006	Post Graduate Diploma in Arts Music Composition Major University of the Witwatersrand, Johannesburg, South Africa
2004	Bachelor's Degree of Music Music Composition Major University of the Witwatersrand, Johannesburg, South Africa
1999	National Senior Certificate (High School Diploma) Edenvale High School, Johannesburg, South Africa

Computer Skills: -I am quick to learn new software or web-based applications

Microsoft Office suite
Apple Mac OS office suite
Peoplesoft
D2L
Basecamp
JackRabbit CRM system
Citrix Podio
Freshdesk
Citrix: EventPro
When I work
Smartsheet
FilmmakerPro Database systems
Pro Tools operator
MAX
Adobe Acrobat
Sibelius music software

Language Skills: Advanced English
Basic conversational Greek

Core Competencies:

Time Management
Multi-tasking
Organizational skills
Administration
Management of people
Programme and Project development

Other notable skills:

Friendly, Positive outlook
Excellent communicator
Solution orientated

Other Interests:

Digital artworks, Music, Theatre, Ballet, Pilates, Yoga