

# Constantina Caldis Roberts

## Work experience:

Oct 2020 – Current **Community engagement & Academic Schedule Coordinator**  
University of Calgary, Faculty of Arts, School of Creative and Performing Arts,  
Calgary, Alberta, Canada

Jan 2017 – Sept 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	<b>Masters Degree of Arts (With Distinction)</b> Digital Arts Interactive Media University of the Witwatersrand, Johannesburg, South Africa
2009	<b>Post Secondary Diploma</b> Sound Engineering Audio Post Production Major Academy of Sound Engineering, Johannesburg, South Africa
2006	<b>Post Graduate Diploma in Arts</b> Music Composition Major University of the Witwatersrand, Johannesburg, South Africa
2004	<b>Bachelor's Degree of Music</b> Music Composition Major University of the Witwatersrand, Johannesburg, South Africa
1999	<b>National Senior Certificate (High School Diploma)</b> 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  
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