



Museum Educator, Maternity Leave Replacement, September 2021 – 30th October 2022

Reports to: Director, TarraWarra Museum of Art

Special Conditions: Weekend work will be required on an occasional basis for opening events and workshops.

Hours of Duty: This role will begin in September at 0.4 days per week until 18th October 2021, to be followed by 0.6 days a week until 30th October 2022. Normal working hours are generally 9.00am to 5.00pm, with a 40 min lunch break per day. We have flexible working days. There will be a four-five week handover at the start of the contract, and a two week handover at the end of the contract.

There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated, unless pre-approval is obtained. Overtime is awarded as time off in lieu (TOIL) of payment of overtime. The maximum accrual that can ever be accumulated for TOIL is 2 days that is to be accessed at a mutually agreeable time.

Salary: Annual salary at the pro rata rate of \$70,000 plus super.

Other Information: The successful applicant will be required to undergo security clearances performed by the Australian Federal Police, Working with Children Check, Workplace and OH&S inductions; and TWMA is an Equal Opportunity Employer and operates a smoke-free work environment.

2025 Vision

Building on the Eva and Marc Besen gift, TarraWarra Museum of Art actively engages with art, place and ideas, where unexpected links between contemporary art and modernism are presented within global, national and Indigenous contexts.

Our Values

Excellent – Unexpected – Experiential – Connected – Collaborative – Sustainable

Position Overview

Develop, prepare and deliver programs for early learning, primary, secondary and tertiary students that include facilitated tours, talks and practical workshops led by experienced educators and teaching artists. This position description is intended to provide an overall view of the role and may change from time to time in accordance with organisational strategy and work plans, Victorian curricula, and the needs of schools and students.

KPIs

Manage the successful production and programming of education programs
Programs are delivered efficiently and within budget to a growing participant base

Duties and Responsibilities

Key Accountability	Tasks
Active Participation	<ul style="list-style-type: none"> • Drive the development and delivery of education programs for a range of audiences, including both students and teachers. • Work with individuals both external to TWMA and on staff to prepare, manage and deliver TWMA’s education programs, ensuring they meet the needs of schools and students. • Strategically develop relationships with schools and educational not-for-profit organisations to diversify TWMA’s audience, ensuring that our education programs are available to children, young people and teachers who may not otherwise readily have access to public arts institutions. • Ensure that data and statistical records are appropriately captured to measure the impact of TWMA’s education programs on participants and for reporting purposes. • Manage relationships with the Department of Education, Early Childhood Development, and other key stakeholders. • Devise and implement targeted education programs to cater for students and teachers from pre-school through primary, secondary and tertiary education sectors. • Prepare, present and/or manage the delivery of education programs and events, including talks, tours, workshops and professional development sessions, and related resources. • Manage and account for the education budget. • Provide timely and appropriate information about programs and planning in support of funding applications and acquittals for education. • Maintain vigilance and enforce regulations governing the protection and security of works of art. • Ensure school groups adhere to TWMA’s policies regarding use of facilities. • Liaise and collaborate with colleagues and volunteers in education, public programs, commercial operations, marketing, development and curatorial areas. • Assist in the overall delivery of public programs at the Museum.
Strategic Plan	<ul style="list-style-type: none"> • Deliver strategic initiatives and activities as per timelines outlined in Vision, Strategies and Business Planning document where possible.
OHS	<ul style="list-style-type: none"> • Maintain a clean and safe workplace for staff, contractors, volunteers and visitors. • Report issues of concern such as hazards and risks and where applicable, rectify. • Adhere to TWMA’s Policies and Procedures.
Knowledge and experience	<ul style="list-style-type: none"> • Understanding of and an interest in the arts industry. • Experience as an arts educator. • Experience in using Microsoft Office, Excel and PowerPoint.
Key Selection Criteria	<ul style="list-style-type: none"> • Demonstrated understanding of Victorian curricula and experience of classroom teaching.

	<ul style="list-style-type: none"> • Substantial experience of educational program delivery and event administration. • Excellent organisational skills, flexibility and the capacity to work independently and under instruction. • Excellent interpersonal skills and ability to liaise with a wide variety of stakeholders, including people of all ages, abilities and learning styles. • High level written and verbal communication skills. • Good budget management skills. • Prior experience working in a museum or public art gallery will be looked upon favourably.
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Other Relevant Information

TWMA is an Equal Opportunity Employer and operates a smoke free workplace.

All employees of TWMA are required to undergo a security clearance performed by the Australian Federal Police and are required to have a Working With Children check.

It is the employee’s responsibility to familiarise themselves with, understand and adhere to the Museum’s Policies and Procedures.

This appointment will be subject to a three-month probation.

To Apply

Applications Due: 5pm Friday 30th July 2021

Please submit applications by email to: educationrecruitment@twma.com.au

Enquiries: Shannon Lyons, Education Coordinator: shannon@twma.com.au

Applications should consist of:

- A current CV of no more than 3 pages
- Contact details for two professional referees
- A cover letter (no more than 1 page)
- Responses to the **Key Selection Criteria** demonstrating relevant examples of experience of no more than 4 pages.