

Position Description – Learning & Engagement Coordinator

Two-year contract position with option to convert to permanent employment at the end of the contract.

Salary Range: \$42,000 - \$45,000 (0.6) (Full time equivalent: \$70,000 - \$75,000) plus 11.5% superannuation.

About TarraWarra Museum of Art

TarraWarra Museum of Art is a leading not-for-profit public art gallery that features inventive and stimulating exhibitions and programs about twentieth and twenty-first century art, and holds one of the country's most important collections of Australian art from the 1930s to the present day. The permanent collection was established through the generous donation of over 600 artworks by founding patrons, the late Marc Besen AC and Eva Besen AO. TarraWarra actively engages with art, place and ideas in a remarkable environment and immersive atmosphere, inspiring curiosity and providing a retreat for the imagination.

In 2025 TarraWarra will launch a major new building, the Eva and Marc Besen Centre. A breathtaking architectural concept designed by Kerstin Thompson Architects with landscape design by OCULUS and Wurundjeri horticulturalist and artist Craig Murphy-Wandin, the state-of-the-art building is a multi-purpose learning and performance space for family and children's programs, talks, forums, workshops, live arts and educational programs.

The Centre will also offer a unique behind-the-scenes look at works from the TarraWarra Museum of Art collection. Presented in visible art storage racks, the general public will have viewing access to the works of some of Australia's most significant modern and contemporary artists.

TarraWarra Museum of Art's vision is to connect art, place and ideas.

About Learning and Engagement

TarraWarra Museum of Art delivers an inspiring program of learning experiences for primary, secondary and tertiary students that will help develop their creative and critical thinking skills. Access, diversity and inclusion are at the core of all our exhibitions, events and activities. Our learning programs contribute to an enhanced sense of social and emotional wellbeing – of connection and curiosity.

Our staff contribute to the Goals outlined in our Strategic Plan 2024-2027:

- Connecting art, place and ideas
- Audience engagement
- Collaborating with the sector
- Providing for robust, sustainable and secure operations

The Museum commits to the following values in everything we do:

- Respect for art and the artist
- Respect for the spirit of philanthropy – the inspiration for the Museum
- Respect for First Nations voices of Wurundjeri Country and beyond
- Respect for the natural world and sense of place, inspiring fresh creative perspectives
- Respect for the diversity of our visitors

- Respect for the curiosity of our audience
- Respect for cultural safety, equity and access

Position Purpose:

The Learning and Engagement Coordinator works creatively and collaboratively with the Learning and Engagement Manager on the design and development of the Museum’s learning experiences and engagement programs for school students, tertiary groups, children, young people and families. The position is responsible for coordinating the Museum’s education programs, including building and maintaining positive relationships with teachers and schools across the state. This is an administrative and hands-on position that requires an understanding of Victorian Curriculum requirements for primary, secondary and VCE students. A key part of the position also involves delivering learning and engagement programs.

Special Conditions: There will be occasions where work will need to be completed outside the normal working hours due to out-of-hour events.

Hours of Duty: 3 days per week. Weekend work will be required on an occasional basis for events and workshops. 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 per month, that is to be accessed within three months. The position will be permitted to work from home on days when they are not required in the Museum.

Other requirements: The employee must hold a full current driver's licence and own a registered vehicle to travel to and from work. The role requires a Working with Children Check and a Criminal History Check.

This Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties. In addition to the Accountabilities and KPI's detailed below, you may be required to perform additional duties that are not considered within your role and skill level.

The successful candidate will have a 6 month probationary period in the role.

Position Description

Key Performance Indicator	1. Successfully design, develop and deliver learning and engagement programs at TarraWarra Museum of Art under the guidance of the Learning and Engagement Manager with positive feedback provided in post-program surveys.
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Key Performance Indicator	2. Effectively book and coordinate education tours, ensuring positive feedback is provided by schools and educational institutions about their booking experience. Effectively collate data, documentation and evaluation, and order art supplies for programs, in an accurate and timely manner.
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Key Performance Indicator

3. Provide a welcoming, uplifting, aspirational, inspirational and safe experience for students, teachers, tertiary groups, children, young people, families and community groups as required both in situ and online demonstrated by positive evaluation feedback.

Connecting Art, Place and Ideas

- In collaboration with the Learning and Engagement Manager, design, develop and deliver learning and engagement programs for primary, secondary and tertiary students, including liaising with TWMA's curatorial staff about current and future exhibitions and collection displays.
- In consultation with the Learning and Engagement Manager, design, develop and deliver creative workshops for children, young people and families.
- Manage education inquiries (including booking systems), ensuring a high level of client service is maintained and booking processes are appropriate to a museum setting; manage and maintain the education database, including cultivating relationships with schools, teachers and other relevant stakeholders.
- Coordinate all learning and engagement bookings, liaising with the Programs and Events Coordinator and Front of House Office Coordinator to ensure the responsible allocation of resources.
- Assist the Learning and Engagement Manager in training casual staff and volunteers to present tours and workshops and supporting guest artists to deliver creative workshops.
- Research, source and order workshop materials.
- Deliver guided tours to the general public, special interest groups and VIPs.
- Assist the Learning and Engagement Manager in researching, developing and writing learning resources.
- Assist the Learning and Engagement Manager to conduct regular program evaluation to ensure TWMA's education programs are responsive to state curriculum requirements, and broader education priorities and initiatives.
- Liaise with the Marketing and Communications Manager to produce promotional collateral and campaigns for learning and engagement programs.
- Support the preparation of materials for funding applications and acquittals relating to the learning and engagement programs, as required.

Collaborating with the Sector

- Attend and support relevant network meetings and conferences with organisations as required by the Learning and Engagement Manager.

- Act as a representative for TWMA and its programs within the arts and education sectors.

Audience Engagement

- Evaluate and continuously improve programs and the methods of delivery to maximise engagement of attendees.
- Create relevant surveys.

Providing for Robust, Sustainable and Secure Operations

- Ensure school groups adhere to the Museum’s policies and procedures and maintain vigilance and enforce regulations governing the protection and security of works of art.
- Maintain data (including financial, attendance, survey feedback) and documentation of learning and engagement programs for the purposes of evaluation and reporting.
- Liaise with and collaborate with colleagues in a positive and helpful manner.
- Maintain a clean and safe workplace for staff, contractors, volunteers and visitors.
- Report issues of concern such as hazards and risks.
- Adhere to the Museum’s Policies and Procedures including the Museum’s risk management framework and Child Safety Policy.

Stakeholder	Purpose of communication
Learning and Engagement Manager	Reporting Line Develop and maintain effective communication to ensure the efficient operation of the Museum
Colleagues and Volunteers	Interact with colleagues and volunteers demonstrating honesty and respect
Artists, Education sector, Community Groups	Interact with schools, students, tertiary groups, artist presenters and community groups, demonstrating honesty and respect
Contractors	Build and maintain a strong relationship with contractors to ensure they are able to fulfil their roles effectively
Suppliers	Maintain strong relationships with all suppliers to ensure quality product
Arts Organisations	Maintain strong relationships with like-minded arts organisations

Please address the Qualifications, Experience and Capabilities in your application

Qualifications

- Tertiary qualification in fine arts (studio-based practice) and/or at least three years of equivalent work experience and/or
- Tertiary education qualification relevant to the position description

Experience

- A working knowledge of twentieth and twenty-first century art and culture.
- Excellent teaching and creative learning facilitation skills, with teaching and / or facilitation experience in a school or gallery/museum context.
- Demonstrated experience and/or knowledge of museum-based education.
- Demonstrated understanding of Victorian Curriculum requirements for primary, secondary and VCE students.
- Demonstrated experience working with visual artists and other creatives to develop and deliver programs, events and resources for a wide range of audiences of all ages.
- Demonstrated experience coordinating staff and resources to deliver public programs and/or workshops on time and within budget, in a museum or gallery setting (or equivalent).
- Demonstrated commitment to delivering accessible programs that alleviate barriers to audience participation and prioritise cultural safety.
- Demonstrated knowledge of workplace OH&S, Working with Children, Risk Assessments, Materials and Safety data.
- A working knowledge regarding the respect, care and conservation of artworks will be looked upon favourably.

Capabilities

- High level verbal, written and digital communication skills and experience in the delivery of well researched and informative presentations to a wide range of audiences.
- Excellent administrative, planning and project coordination skills.
- Proven ability to work as a collaborative and consultative member in a small team, as well as independently.
- Excellent interpersonal skills and ability to liaise with a wide variety of stakeholders, including demonstrated experience building strong relationships with external partners and clients
- Ability and willingness to undertake training and professional development.
- Experience and/or working knowledge of:
 - Microsoft (*Word, Excel, PowerPoint, SharePoint, Outlook email and calendar*),
 - Booking systems and software, (*eg: Artifax, Calendar management*)
 - Online presentation *platforms* (*eg: Microsoft Teams, Zoom*).
 - iPad applications.
 - Evaluation applications (*eg: SurveyMonkey*).

- Experience using / capability to learn new software applications such as: (*Favourable*)
 - Creative editing *software* (eg: *Photoshop, Illustrator, Acrobat*),
 - Audio-visual technologies and software used in presenting events (eg: *general AV set up and usage – microphones & speakers, interactive whiteboards etc*).
 - CRM and ticketing systems (eg: *Salesforce, Eventbrite*).
 - Task management software (eg: *Asana, Monday, Trello*).

Ability to move equipment and furniture as per manual handling procedures.

TarraWarra Museum of Art encourages applicants from First Nations, culturally and linguistically diverse, disability and LGBTIQ+ communities to apply. We recognise that there are barriers to employment for people from these communities, and we encourage you to get in touch with us to explore alternative application methods or other ways of removing these barriers. We encourage you to apply even if you don't have all the attributes listed above but feel that you would be a good fit.

TO APPLY

Applications should be sent to LEcoordinator@twma.com.au and must include:

1. Cover letter, with name, residential address, phone number and email
2. A CV of no more than 3 pages with the names, phone and emails of two referees
3. No more than 4 pages addressing the Qualifications, Experience and Capabilities with relevant examples of previous experience

ENQUIRIES

Sarah Metzner, Learning & Engagement Manager LEcoordinator@twma.com.au 03 59573100
(Tuesdays - Thursdays)

This role will be open until it is filled by an appropriate candidate.

TarraWarra Museum of Art acknowledges the Wurundjeri people of the Kulin Nation as the Traditional Owners and original Custodians of the lands and waters on which the Museum stands.