



<b>POSITION PROFILE</b>	
<b>Position Number:</b>	
<b>Position Title:</b>	<b>ARTS CENTRE EDUCATION OFFICER</b>
<b>Department:</b>	Corporate & Community Services
<b>Section:</b>	Community Services
<b>Status:</b>	Permanent, Part Time
<b>Hours per week:</b>	21 Hours per week
<b>Grade:</b>	Grade 4
<b>Award Classification:</b>	Band 3, Level 1
<b>Date Last Reviewed:</b>	April 2011

## **POSITION OBJECTIVE**

The Arts Centre Education Officer will assist the Arts Centre Manager and the Arts Centre team to plan, develop, implement and market innovative education programs and audience development strategies to ensure a high level of community involvement in the Art Centre's activities.

## **KEY DUTIES**

- 1. Customer Service/Administration:**
    - Identify the needs of the education sector in the Upper Hunter Region and research, develop and implement relevant programs to address identified educational sector needs.
    - Develop partnerships with external groups and organisations for the effective delivery of the Education Program and regularly liaise with external clients including teachers, lecturers, students, artists and performers, community groups, youth organisations and the general public.
    - Liaise and consult with education providers and external stakeholders to effectively engage schools (primary, secondary and tertiary) in the Arts Centre's programs and activities.
    - Develop interpretative exhibition materials such as labels, didactics, education kits and web content for appropriate audiences.
    - Oversee the continued development and maintenance of the Arts Centre Reference Library.
    - Oversee and monitor the work experience program and tour booking for schools and other groups and liaise with relevant staff about co-ordinating other activities and functions at the Art Centre.
    - Provide reports including statistical analysis on the Education Program to the Arts Centre Manager as required.
    - Undertake public relations exercises as required.
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- Assist the Arts Centre Manager in the preparation of Federal and State Government grant applications and other related funding submissions.
  - Meet and Greet customers of the Arts Centre.
  - Act as a guide for small groups or individuals by discussing exhibitions (leading to organised school and larger tour groups).
  - Cash Handling.
  - Prepare fliers, posters and invitations for events and workshops as required
  - Record and maintain statistical data.
  - General Administration Duties as required, including filing and correspondence
  - Present a positive image of Council to the public.

**2. 'Hanging' items and 'setting up' for art exhibitions and centre events:**

- Assist in setting up and/or attaching and hanging items at a height (this will include climbing ladders).
- Lift and carry goods as required.
- Pack and stack goods as required. (e.g. goods delivered and/or to be sent)
- Set up chairs and tables for events when required.

**3. Safety and Security:**

- Opening and Lock-up as required.
- General housekeeping including vacuuming, sweeping, washing up, cobweb removal and other housekeeping tasks as required.

**4. Occupational Health and Safety**

- Ensure all work is performed in accordance with requirements with requirements of the Occupational Health and Safety policy, procedures and legislation.
- Take reasonable care for own safety as well as that of others.
- Report all identified hazard, accidents/incidents and near misses to the Manager/Supervisor.
- Use and maintain all safety equipment and personal protective equipment in accordance with relevant standards

**Note:** An employee may be directed to carry out such duties that are within the limits of the employee's skill, competence and training.

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<b>REPORTING LINES</b>	
<b>Reports to:</b>	Arts Centre Manager
<b>Directly Supervises:</b>	Nil


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<b>CONDITIONS OF EMPLOYMENT</b>
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The employee who occupies this position will work within the conditions detailed within the Local Government (State) Award 2010, or the Muswellbrook Shire Council Workplace Agreement in force at that time. In addition, the employee will adhere to all Council policies, guidelines, procedures and Management directives including, but not restricted to:

- Code of Conduct
- Equal Employment Opportunity
- Harassment & Bullying
- Occupational Health & Safety

Council embraces the principles of Risk Management and expects that employees comply with and adhere to the requirements of Risk Management.

The employee must comply with legislative requirements under the Occupational Health & Safety Act 2000 and Occupational Health and Safety Regulations 2001, NSW, and abide by Council's OHS policies and procedures as described in Council's OHS Manual. The employee must participate in the completion of relevant safety documentation and take all reasonable practicable steps to protect their own, and others health & safety in the workplace.

All business conducted by the employee must be in an ethical, friendly, efficient and professional manner.

<b>SELECTION CRITERIA</b>
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**1. Essential:**

- a) Degree qualification in Education, Art, Arts History and/or previous knowledge and experience in an arts environment with a demonstrated Cultural / Arts orientation
- b) Demonstrated ability to successfully develop and implement educational activities and audience development programs.
- c) Excellent communication and interpersonal skills including the ability to write, design and produce educational, promotional and exhibition support material and make public presentations.
- d) Excellent project and time management skills.
- e) A high level of computer literacy including experience in the use of Microsoft Office Software and Photoshop.
- f) Current C Class Driver's licence.
- g) Physically fit and able to perform lifting, carrying and working at heights duties on a daily basis.

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**2. Desirable:**

- a) Previous experience cash handling and receipting of money through a computerised system.
- b) Diploma Education or equivalent studies.
- c) Current First Aid qualification.