



JOB DESCRIPTION FORM

JOB TITLE: Educator and Visitor Experience Officer	POSITION NUMBER: 10086	CLASSIFICATION: Specified Calling Level 1
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AWARD Public Service Award 1992 / PSGOGA	EMPLOYMENT TYPE Permanent, Full Time
DIRECTORATE Community Relations	TEAM
POSITION REPORTS TO Manager Visitor Experience, L5	POSITIONS REPORTING TO THIS POSITION: Nil
PURPOSE OF POSITION To deliver interactive, interpretive education and public programs, focussed on works in the State Art Collection and temporary exhibitions, to school groups and general public visitors as in-gallery and studio based activities.	
CONTEXT <p>The Art Gallery develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world.</p> <p>The Art Gallery of Western Australia is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>	

REGISTERED

DEPARTMENT OF CULTURE
AND THE ARTS

INITIALS SPM DATE 28.17



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STATEMENT OF DUTIES

In conjunction with the Gallery's Operational and Team Business Plans-

1. Deliver innovative, interpretative education and public programs, focused on works in the State Art Collection and temporary exhibitions as in-gallery and studio based activities.
2. Design and develop relevant digital and non-digital interpretative resources which align to AGWA's defined audience segmentation.
3. Work with the Visitor Experience Manager to deliver engaging, innovative and educational family public programs which align to AGWA's defined audience segmentation.
4. Assist in monitoring customer feedback as a program improvement strategy.
5. Liaise with other Gallery Teams to source information related to art works on display.
6. Identify current curriculum servicing requirements, educational development issues and customer trends to assist the team in the ongoing review and development of the schools and public support programs.
7. Source supplies and services to appropriately resource activities and promotions.
8. Co-ordinates financial processes and monitor project budgets in accordance with the Gallery's objectives and best practice.
9. Contribute to the team's organisational and business planning processes.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

Compliance and Legislative Knowledge

- Comply with Department of Culture and the Arts Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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INITIALS *spm* DATE *2.8.17*



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WORK RELATED REQUIREMENTS (SELECTION CRITERIA) Essential <ol style="list-style-type: none">1. A degree or higher level qualification in Education, related to visual arts.2. Demonstrated ability to design interpretative and analytical tools to enable appreciation and understanding of artworks.3. Demonstrated ability to deliver studio based and practical art related activities.4. Excellent interpersonal and oral and written communication skills with an ability to:5. Tailor approach and language to a variety of professional, social or community situations and differing age groups, and6. Make presentations that meet the different learning needs of both formal and informal audience groups.7. Knowledge and experience in working within the current National Curriculum Framework and Learning Outcome Areas.8. Demonstrated organisational and time management skills.9. Demonstrated ability to initiate projects and to work unsupervised.10. Ability to work flexibly in relation to the delivery of programs.11. Good computing skills.12. Experience in working within a self-managed team based environment.13. Ability to provide the appropriate clearance in relation to access to students. Desirable <ol style="list-style-type: none">1. Experience in working with database software.	SPECIAL CONDITIONS <ol style="list-style-type: none">1. This position requires a current Working with Children Clearance (WWCC). Prior to an offer of employment the recommended applicant will need to obtain and provide a WWC Card. LOCATION <p>Perth.</p>
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Manager Signature: **Date:**/...../..... **Employee Signature:** **REGISTERED** **Date:**/...../.....

DEPARTMENT OF CULTURE AND THE ARTS	
INITIALS <i>SPM</i>	DATE 2-8-17