



WESTERN
AUSTRALIAN
MUSEUM

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

WESTERN AUSTRALIAN MUSEUM

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world

VALUES

Accountable
Inspirational, Inclusive and Accessible
Enterprising and Excellent
Sustainable

ABOUT THE MUSEUM

The Western Australian Museum is home to the State’s scientific and cultural collection, which it makes accessible to the community through research, exhibitions and public programs. It provides opportunities for all West Australians to express their sense of being, celebrate their cultural heritage and identity, and embrace their shared existence. It is a place where people can share stories and experiences. It adheres to principles of mutual understanding and natural justice. The Museum’s exploration, research and interpretive work in the sciences and humanities is world leading.

The Museum currently has six public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, and Museum of the Great Southern. The Perth site is temporarily closed as we build the New Museum for WA, which is currently one of the most significant museum developments in the world that will open in late 2020.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

DETAILS

Position Title

Manager, Learning and Engagement

Position Number

14587

Classification Level

Level 5

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Western Australian Museum Perth Site

Physical Location

Perth

Effective Date

1 December 2019

Employment Type

Permanent, Full Time



REPORTING RELATIONSHIPS

Position reports to

Manager Western Australian Museum, Perth Site, Level 7

Positions reporting to this position

L&E Officer L4 x 3.4FTE
ATSI L&E Officer L4 x 1FTE
L&E Supervisor L3 x 1FTE
L&E Assistant L2 x 2FTE, plus casuals
Volunteer Coordinator L2 x 1.4FTE

PURPOSE OF THE POSITION

The Manager, Learning and Engagement's primary role is to enhance the Museum's profile through the development, implementation and evaluation of high quality programs, experiences and resources that are relevant to the collection at the Western Australian Museum in the Perth Museum.

The Manager, Learning and Engagement is required to become familiar with the content of the exhibition and collections in the Museum. The Manager, Learning and Engagement plays an active part managing and administering the team responsible for the creation of experiences which enhance and extend the museum visit, including holiday programs, educational visits, special events, adult talks and engagement programs. The core audiences for this role include students, families, adults, early learning groups, seniors, visitors with special needs, as well as visitors from outside of Western Australia.

This position operates within the Museum strategic plan and within the parameters set by the Site Manager and Director of Engagement. This role will significantly contribute to the New Museums digital transformation ensuring that the cultural education programs employ digital technology to create more holistic and engaging visitor experiences. The Manager, Learning and Engagement is also part of the Site Management teams, including responsibility for the management of the volunteers on site.

STATEMENT OF DUTIES

1. Manage and administer the team responsible for the development and implementation of high quality public programs, events and experiences for a wide audience, relating to the Museum's displays and collection.
2. Manage and administer promotional and marketing opportunities for Learning and Engagement programs.
3. Manage and administer the development of strategic partnerships with regard to Learning and Engagement programs.
4. Work in partnership with the teams within the Engagement Directorate to develop and integrate Learning and Engagement products.
5. Assist with training and evaluation of volunteers, Visitors Services Officers and other Museum staff, as required.
6. Oversee daily operations of volunteers within the Perth Museum operations.
7. Participate in Museum project teams.

8. Develop, monitor and control the budget for the Learning and Engagement team in consultation with the site manager.
9. Develop and implement business plans for the Learning and Engagement team to improve and enhance the overall visitor experience.
10. Keep abreast of trends and developments in Museum programming and education programming.
11. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct; applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Experience in managing the development, implementation and evaluation of creative and innovative educational, interpretative and engagement experiences for visitors, relevant to a museum environment
2. Ability to lead the development of creative and innovative ideas, with an awareness of current engagement methods, including a deep understanding of how to devise digital programs that are curriculum focussed, and offer broader interactive experiences for a variety of audiences.
3. Ability to manage project and budgets, including conflicting priorities and timelines, and the ability to work well under pressure.
4. Ability to lead, manage and administer a diverse team of people in a creative environment; and the ability to liaise with management at various levels.
5. Highly developed visual, written and verbal communication skills; and the proven ability to oversee and provide feedback to team members in these areas.
6. Highly developed interpersonal skills, and a demonstrated ability to work both independently without supervision and as part of a team.

Desirable

1. Previous experience working within a Museum or similar environment.
2. Interest in, and knowledge of, Western Australia's natural history and cultural heritage.
3. A relevant qualification in education, interpretation or a museum-related discipline.

KEY RELATIONSHIPS/INTERACTIONS

1. Perth Site Manager
2. Perth Operations Manager
3. Learning and Engagement staff

4. Volunteers
5. Other Museum staff as required

KEY CHALLENGES

1. Balance multiple, competing priorities in terms workload, within a limited budget.
2. Work effectively within an extended team to deliver and develop programs and activities.
3. Help to develop and build strategic partnerships.

SPECIAL CONDITIONS

1. Work outside normal business hours and on weekends is required.

Appointment is subject to:

1. Eligibility to Work in Australia.
2. A current National Police Certificate will be required prior to commencement of employment.
3. A Working with Children Clearance (WWCC) will be required
4. C" Class drivers licence.

Training:

1. Complete induction within three months of commencement.
 2. Complete any training specific to the role required by Departmental or WA Museum policy.
 3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.
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