



JOB DESCRIPTION FORM

JOB TITLE: Engagement Officer	POSITION NUMBER: 13630	CLASSIFICATION: Level 4
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AWARD PSA 1992 / PSGOGA	EMPLOYMENT TYPE Permanent, Full-Time
DIRECTORATE Creativity and Regional Development	TEAM Learning and Creativity
POSITION REPORTS TO Education Manager, SCL 2	POSITIONS REPORTING TO THIS POSITION Nil

PURPOSE OF POSITION

The Engagement Officer's primary role is to develop, implement and evaluate high quality programs, experiences and resources that are relevant to the collection at the Western Australian Museum. For this purpose, the Engagement Officer is required to become familiar with the content of the exhibitions and collections in the Museum.

The Engagement Officer plays an active part in the creation and implementation of visitor experiences which enhance the Museum visit, from concept to production, as well as the training of volunteers for delivery of these experiences.

The position operates within the Museum strategic plan and within the parameters set by the Manager, Learning and Creativity. The Engagement Officer is part of the Learning and Creativity team, and works under the direction of the Public Programs Manager. The incumbent must abide by and apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct.

The Museum is committed to growing the Aboriginal workforce as part of the Museum's Aboriginal Employment Strategy. This position is restricted to Aboriginal and Torres Strait Islander people as a special measure to achieve equality as per Section 51 of the Equal Opportunity Act.

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum 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.

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS
S.M. 7.10.16



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Develop, implement and resource high quality programs, experiences, interactives and interpretation relating to the Museum's displays and its collection for a wide audience. 2. Work in partnership with the teams within Learning and Creativity to develop an integrated product. 3. Assist with training and evaluation of volunteers, Visitor Services Officers and other Museum staff, as required. 4. Participate in Museum project teams. 5. Other duties as required having regard for the skills, knowledge and abilities of the employee. 	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> ▪ Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. ▪ Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position. <div data-bbox="1599 1262 2018 1422" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p align="center">REGISTERED</p> <p align="center">DEPARTMENT OF CULTURE AND THE ARTS</p> <p>INITIALS <i>SJM</i> DATE <i>7.10.16</i></p> </div>
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Aboriginality is a requirement for this position (Under Section 51 of the Equal Employment Opportunity Act of 1984). 2. Demonstrated successful experience in developing, implementing and evaluating creative and innovative programs, activities and events with appropriate interpretive materials and resources relevant to a Museum environment. 3. Knowledge of current interpretation and engagement methods for a variety of audiences, and an understanding of how these impact the overall visitor experience. 4. Demonstrated experience in presenting to a variety of audiences. 5. Highly developed written and verbal communication skills. 6. Highly developed interpersonal skills, including demonstrated commitment to high quality customer service. 7. Ability to coordinate concurrent small-scale projects, including managing conflicting priorities and timelines, and small budgets, risk management and the ability to work well under pressure. <p>Desirable</p> <ol style="list-style-type: none"> 1. A relevant qualification in education, interpretation or a Museum-related discipline. 2. Interest in, and knowledge of, Western Australia's natural history and cultural heritage. 3. Previous experience working with community groups or education programs (for example, museums, schools, public libraries, local councils, environment groups etc.). 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Manager, Learning and Creativity. 2. Public Programs Manager. 3. Learning and Creativity management and staff. 4. Other Museum staff as required. <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Balance multiple, competing priorities in terms of 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. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. A current (within 6 months) National Police Certificate and Working with Children Clearance (WWCC) will be required. 2. Some weekend or out-of-hours work may be required. 3. "C" Class driver's licence <p>LOCATION</p> <p>Metropolitan</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">REGISTERED</p> <p style="text-align: center;">DEPARTMENT OF CULTURE AND THE ARTS</p> <p>INITIALS <u>SJM</u> DATE <u>7.10.16</u></p> </div>
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Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....