



JOB DESCRIPTION FORM

JOB TITLE: Project Officer Learning	POSITION NUMBER: 13586	CLASSIFICATION: Level 4
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AWARD PGA 1992 / PSGOGA 2014	EMPLOYMENT TYPE: Fixed term, Full time
DIRECTORATE New Museum Project	TEAM Engagement and Communications
POSITION REPORTS TO 12747 Principal Project Officer, Level 6	POSITIONS REPORTING TO THIS POSITION NIL
PURPOSE OF POSITION The Project Officer Learning is responsible for implementing, monitoring and reporting on outcomes from life-long learning initiatives that support the New Museum Project's commitment to developing innovative programs, experiences and resources for learners of all ages. This position works in collaboration with others, including external partners, to develop a wide range of engaging learning and creativity programs for the New Museum.	
CONTEXT The Western Australian Museum is the State's natural, social and cultural history museum. It has public sites in Perth, Fremantle, Kalgoorlie, Albany and Geraldton and a collection and research centre in Welshpool. It 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. The WA Museum's mission is to inspire people to explore and share their identity, culture, environment and sense of place, and to experience the diversity and creativity of our world. The WA Museum is developing a New Museum at the Perth Cultural Centre site, scheduled to open in 2020, and is committed to consulting and engaging with the community and other stakeholders, encouraging all Western Australians to have input into the New Museum. This role will work with the Museum's existing Creativity and Learning staff as well as New Museum team members and other partners to ensure life-long learning opportunities are integral to the planning and development of the New Museum.	

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DEPARTMENT OF CULTURE AND THE ARTS

INITIALS dl DATE 5/10/15



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STATEMENT OF DUTIES

- 1 Assist with the development and implementation of the strategy to engage life-long learning audiences and professional bodies with the New Museum Project through its future operations, content and programs
 - 2 Work collaboratively with New Museum Project Staff and WA Museum staff to ensure content (including exhibitions, collections, digital, interpretative programs and resources) developed and delivered for the New Museum supports innovative and quality life-long learning opportunities and experiences with emphasis on audience interests, needs and expectations as well as curriculum relevance.
 - 3 Research and analyse data and information relevant to the proposed audiences of the New Museum for the development of New Museum life-long learning opportunities
 - 4 Consult with life-long learning stakeholders identifying opportunities, initiatives, partnerships and opportunities for external funding and collaboration
 - 5 Liaise with Content teams, in particular Audience Advocates, to assist with the development of the audience research and consultation plans, especially those that relate to life-long learning (at design brief, concept and developed design phases) with schedule and budget details
 - 6 Take part in delivery and evaluation of pilot learning experiences and programs to inform the emerging life-long learning program for the New Museum
 - 7 Assist with review of building and exhibition design concepts with an emphasis on ensuring adequate spaces and services are provided for the delivery of quality learning experiences and programs
 - 8 Liaise with New Museum Project Staff and WA Museum Learning and Creativity staff to develop the Learning program plan (at brief, concept and developed design and implementation phases) with schedule and budget details
 - 9 Participate in the generation, development and implementation of post-opening Learning and Creativity programs and operational plan in collaboration with the New Museum Project Staff and WA Museum Learning and Creativity staff
 - 10 Assist with the development and implementation of the post-opening operational plan
- 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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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Demonstrated ability to work collaboratively in multidisciplinary teams developing and evaluating innovative life-long learning opportunities, preferably in a cultural environment High level interpretation skills and knowledge of contemporary learning theory and its application within museums, or similar environment Experience in working with external partners to realise effective outcomes Demonstrated communication, negotiation, presentation and interpersonal skills Demonstrated skills in project and budget management <p>Desirable</p> <ol style="list-style-type: none"> A relevant qualification education, interpretation or a museum-related discipline Interest in, and knowledge of, Western Australia's natural history and cultural heritage "C" Class driver's licence 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> New Museum teams and WA Museum Learning and Creativity team External stakeholders – Government departments; supporters, sponsors and partner organisations; community groups; members of the public Internal stakeholders – WA Museum staff and volunteers <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Working with internal and external stakeholders to optimise the input and ideas for life-long learning Critical thinking, creative problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities <p>SPECIAL CONDITIONS</p> <p>Employees may be required to work on weekends and evenings</p> <p>Unless otherwise stated all positions within the WA Museum require the occupant to be able to use a PC and have a working knowledge of MS Office software including Outlook, Word, Excel and Powerpoint</p> <p>LOCATION</p> <p>This position is based in Perth however employees may be required to travel to and work from any of the Museum's sites on a short-term basis.</p>
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Manager Signature: **Date:** / /

Employee Signature: **Date:** / /

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