



JOB DESCRIPTION FORM

JOB TITLE: Learning and Creativity Presenter	POSITION NUMBER 13749	CLASSIFICATION: Level 2
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AWARD Public Service Award 2992 / PSGOGA	EMPLOYMENT TYPE Casual
DIRECTORATE Creative and Regional Development	TEAM Learning and Creativity
POSITION REPORTS TO Public Programs Manager, L5	POSITIONS REPORTING TO THIS POSITION Nil

PURPOSE OF POSITION

The role of this position is to work as an effective member of the Learning and Creativity Team, with the responsibility of presenting/facilitating a range of educational and interpretive experiences to a broad range of audiences including school groups, general public and special interest groups both at on-site and off-site museum events.

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
INITIALS *Spm* DATE *26.10.17*



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Present/facilitate a range of engaging, fun, educational and interactive experiences for a range of audiences both onsite and offsite. 2. Work as a member of the Learning and Creativity Team to ensure effective delivery of existing programs, including after hours, weekends and potentially overnight as required. 3. Assists with the development and implementation of programs where required. 4. Ensure the comfort, safety and enjoyment of participants including the use of problem solving and initiative where required. 5. Maintain excellent customer service at all times. 6. Maintain knowledge of current museum initiatives and direction. 7. Provide direction to volunteer staff that assist with Learning and Creativity programs. 8. Other duties as directed. <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p>Compliance and Legislative Knowledge</p> <ol style="list-style-type: none"> 1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. 2. 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"> 1. Ability to use and adapt a wide range of presentation skills and/or drama strategies to communicate and engage with a broad range of audiences. For example, both internal clients, general public, special needs groups and school groups etc. 2. A good ability to manage, direct and motivate a broad range of audiences including large groups. 3. Ability to work individually in a team environment to achieve a diverse range of tasks including problem solving. 4. Excellent oral and written communication skills, interpersonal skills and a sound knowledge of customer service principles. 5. Current Working with Children check or the ability to obtain one. <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in using contemporary computer software such as Microsoft Word and Excel 2. Experience in cash handling and general bookkeeping procedures. 3. Interest in, and knowledge of, Western Australia's natural history and cultural heritage. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Learning and Creativity Team 2. Other museum staff as required 3. Museum volunteers 4. Museum visitors
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Effectively tailor presentations to a variety of audiences 2. Ensure the delivery of quality experiences within a museum context 3. Provide excellent customer service
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. A current Working with Children Card will be required. 2. A current (within 6 months) National Police Clearance Certificate will be required.
	<p>LOCATION</p> <p>Perth Metropolitan.</p>

Manager Signature: **Date:** **Employee Signature:** **Date:**

