

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

WESTERN AUSTRALIAN MUSEUM
JOB DESCRIPTION FORM

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 while we build the New Museum for WA.

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

DETAILS

Position Title

Learning and Engagement Officer

Position Number

14508

Classification Level

Level 4

Award/Agreement

PSA / PSGO CSA GA

Directorate

Regional Development

Branch/Team

Museum of the Great Southern

Physical Location

Albany

Effective Date

21/08/2019

Employment Type

Permanent, Part-Time

REPORTING RELATIONSHIPS

Position reports to

Regional Manager, L6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Learning and Engagement Officer's role is to develop, implement and evaluate high quality public programs, experiences and resources relating to the Western Australian Museum, in particular to the Museum of the Great Southern's exhibitions and collections, for a diverse audience, including schools.

The position assists the development of operational planning and training front of house staff, including relevant volunteers.

STATEMENT OF DUTIES

1. Develop and deliver creative, innovative and layered public and schools programs, experiences and interpretation, which foster and integrate lifelong learning opportunities to be delivered on and off site. Develop these programs in the context of museum exhibitions, collections, research and expertise for a diverse range of audiences.
2. Promote and evaluate public and private schools programs and utilise this evaluation to inform future program planning in consultation with the regional manager.
3. Work with the regional manager to develop community links which benefit public and schools program development and raise the profile of the museum within the region.
4. Contribute to the development of operational plans, including for future exhibitions and audience engagement programs.
5. Train Visitor Services Officers and other museum staff and volunteers, as required, in areas of content and program delivery.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with 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. Relevant experience working in a museum, library, interpretation centre, gallery, performing arts or similar cultural heritage environment.
2. Demonstrated experience in the development, delivery and evaluation of creative and innovative programs, activities and events which offer lifelong learning opportunities for varied ages and interests.
3. Demonstrated high level written, oral, research and interpersonal communication skills, including commitment to high quality customer service.
4. Demonstrated ability to work with minimum supervision and to work well as part of a team, including an ability to work under pressure and tight deadlines.
5. Demonstrated self-management skills including time management, budgeting and organisational skills.
6. Demonstrated ability to form community partnerships and undertake consultation to create meaningful, inclusive public programs.

Desirable

1. Knowledge of the Great Southern region and/or areas of either Western Australian natural, social or cultural history.
2. Experience in the provision of community education, working with Indigenous people, young people, community groups and/or people with disabilities.
3. Relevant qualification in education, interpretation or a Museum related discipline.
4. Knowledge and an understanding of the WA School Curriculum.
5. Current "C" Class driver's licence.

KEY RELATIONSHIPS/INTERACTIONS

6. Regional Manager
7. Operations Manager
8. Aboriginal Learning and Community Liaison Officer
9. Front of House Team
10. Public, school teachers
11. Learning & Engagement staff from Perth sites

KEY CHALLENGES

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. Develop and build strategic partnerships.

SPECIAL CONDITIONS

4. A current (within 6 months) National Police Certificate will be required.
5. A current Working with Children Clearance (WWCC) will be required.

Appointment is subject to:

1. Eligibility to Work in Australia.

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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REGISTERED

Western Australian Museum

INITIALS: SJM DATE: 21.08.2019