



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

The Museum preserves, documents and shares collections relating to the State’s natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State’s natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

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

14653

Classification Level

4

Award/Agreement

PSA 1994/PSGO CSA GA 2019

Directorate

Regions

Branch/Team

Geraldton

Physical Location

Geraldton

Effective Date

18 March 2020



REPORTING RELATIONSHIPS

Position reports to

Regional Manager, Museum of Geraldton

Positions reporting to this position

nil

PURPOSE OF THE POSITION

The Learning and Engagement Officer's primary role is to enhance the Museum of Geraldton's profile through the development, implementation and evaluation of high-quality programs, experiences and resources that are relevant to the collection at the Museum of Geraldton. For this purpose, the Learning and Engagement Officer is required to become familiar with the content of the exhibitions and collections in the Museum.

The position operates within the Museum strategic plan and within the parameters set by the Regional Manager for the Museum of Geraldton. 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.

STATEMENT OF DUTIES

1. Develop, implement and resource high quality programs and experiences relating to the Museum's displays and its collection for a wide audience.
2. Assist in the promotion of the Museum through the State's education system, the general public and relevant organisations.
3. Participate in talks, lectures and events as part of the Museum's outreach program.
4. Participate in Museum project teams
5. Assist with training and evaluation of volunteers, visitor services officers and other Museum staff, as required.

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. 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.
2. Knowledge of current interpretation and engagement methods for a variety of audiences.
3. Demonstrated experience in presenting to a variety of audiences.

4. Very highly developed written and verbal communication skills.
5. Very highly developed interpersonal skills, including demonstrated commitment to high quality customer service.
6. Demonstrated ability to work both independently without supervision and as part of a team.
7. Experience in using a range of computer applications including word processing, databases, email and internet.
8. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace.

Desirable

1. A relevant qualification in education or interpretation.
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).

KEY RELATIONSHIPS/INTERACTIONS

1. Regional Manager
2. Operations Manager
3. Front of House Team
4. Public, school teachers
5. 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

Some weekend or out-of-hours work may be 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.

REGISTERED

Western Australian Museum

INITIALS: BDH DATE: 18/03/20