



## ABOUT THE WESTERN AUSTRALIAN MUSEUM

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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.

### MISSION

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

### VISION

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To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

### VALUES

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- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



## **DETAILS**

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**Position Title**

Learning and Engagement Officer

**Position Number**

Various

**Classification Level**

Level 4

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Engagement

**Branch/Team**

Various

**Physical Location**

Various

**Effective Date**

16 September 2020

## **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager, Learning and Engagement

**Positions reporting to this position**

- Nil

## **PURPOSE OF THE POSITION**

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The Learning and Engagement Officer's role is to develop, implement, deliver and evaluate high quality learning and engagement programs, experiences and resources relating to the Western Australian Museum. For this purpose, the Learning and Engagement Officer is required to become familiar with the content and exhibitions and collections in the Museum.

The Learning and Engagement Officer plans 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 Museum staff and volunteers for delivery of these experiences.

## **STATEMENT OF DUTIES**

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1. Develop, implement, resource and deliver high quality learning and engagement programs, experiences, activities and interpretation to enhance engagement with the Museum and its collection for a wide audience.
2. Develop and deliver evaluation and reporting.



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## **JOB DESCRIPTION FORM**

3. Work in partnership with teams within Learning and Engagement, across WA Museum's sites to develop an integrated product.
4. Develop and manage projects including budget development and management, financial and other record keeping and project administration.
5. Support the marketing of programming and collateral development.
6. Liaise with external providers and audiences to deliver quality experiences and excellent customer service to all audiences.
7. Contribute to project teams and develop partnerships.
8. Train and evaluate 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**

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- 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**

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#### **Essential**

1. Demonstrated successful experience in developing, implementing, resourcing, delivering and evaluating creative and innovative programs, activities and events relevant to a Museum environment.
2. Knowledge of current interpretation and engagement methods for a variety of audiences, and an understanding of how these impact the overall visitor experience.
3. Demonstrated project management skills, including budget development and Management, financial and other record keeping and project administration
4. Demonstrated experience in presenting to a variety of audiences.
5. Highly developed written and verbal communication skills.



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6. Highly developed interpersonal skills, including demonstrated commitment to high quality customer service.
7. Ability to coordinate concurrent projects, including managing conflicting priorities and timelines and the ability to work well under pressure.

### **Desirable**

1. A relevant qualification in education, interpretation or a Museum-related discipline.
2. Knowledge of Science, Western Australian history and cultural heritage, Aboriginal and Torres Strait Islander Histories and Cultures, Digital technologies, Innovation and design thinking.
3. Previous experience working in a relevant context (for example, museums, schools, public libraries, local councils, environment groups etc.).

### **KEY RELATIONSHIPS/INTERACTIONS**

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Learning and Engagement Manager, Learning and Engagement staff, Perth Site Manager, Operations Manager, Volunteers and other museum staff

### **KEY CHALLENGES**

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Work effectively within an extended team to deliver programs and activities

### **SPECIAL CONDITIONS**

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Work outside normal business hours and on weekends is required.

Live animals are managed by the Learning and Engagement team and staff may be required to carry out live animal husbandry as part of their role (Boola Bardip site only).

### **APPOINTMENT IS SUBJECT TO**

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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



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## **JOB DESCRIPTION FORM**

### **TRAINING**

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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.