



ABOUT THE WESTERN AUSTRALIAN 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.

MISSION

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

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
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



**WESTERN
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MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Manager Learning and Engagement

Position Number

14587

Classification Level

Level 5

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

WA Museum Boola Bardip

Physical Location

WA Museum Boola Bardip

REPORTING RELATIONSHIPS

Position reports to

Manager WA Museum Boola Bardip

Positions reporting to this position

- Learning and Engagement Officer
Level 4, 4.6 FTE
- Learning and Engagement Supervisor
Level 3, 1 FTE
- Learning and Engagement Assistant
Level 2, 2 FTE

PURPOSE OF THE POSITION

The Manager, Learning and Engagement's primary role is to enhance the Museum's profile through the development, implementation and evaluation of high-quality cultural programs, experiences and resources that positions the Museum as an exciting and activated contemporary Museum.

The role actively contributes to program development and also manages and administers the team responsible for the creation of experiences which enhance and extend the museum visit, including holiday programs, educational visits, late night music, special events, digital content, talks and other engagement programs.

The core audiences for this role include students, families, adults of all ages, early learning groups, visitors with special needs, as well as visitors from outside of Western Australian.



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This position operates within the Museum strategic plan and within the parameters set by the directorate. This role works closely with the Manager, WA Museum Boola Bardip to build an exciting and relevant public and education program that is audience focused, attracts new audiences, supports repeat visits, raises revenue and supports the Museum as a dynamic and competitive cultural offering.

This role will significantly contribute to the New Museums digital transformation ensuring that the cultural education programs employ digital technology to create more holistic and engaging visitor experiences. The Manager, Learning and Engagement is also part of the Site Management team and contributes to creating a vibrant and engaged Museum.

STATEMENT OF DUTIES

1. Manages the performance and professional development of the Learning and Engagement team at the WA Museum Boola Bardip.
2. Manages the Team's human, financial, physical and technological resources.
3. Develop and deliver high-profile quality public programs, events and experiences for a wide audience, relating to the Museum exhibition and collections.
4. Manage and implement promotional and marketing opportunities for Learning and Engagement programs in consultation with the marketing team.
5. Manage and establish the development of strategic partnerships that support the growth and development of Learning and Engagement programs.
6. Work in partnership with the teams within the Engagement Directorate to develop and integrate Learning and Engagement programs and products.
7. Participate in Museum projects and the broader Operations teams requirements.
8. Develop, monitor and control the budget for the Learning and Engagement team in consultation with the Manager WA Museum Boola Bardip.
9. Develop and implement business plans in consultation with the Manager WA Museum Boola Bardip for the Learning and Engagement team to improve and enhance the overall visitor experience.
10. Keep abreast of trends and developments in Museum and education programming in particular an understanding of developing digital initiatives.

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

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;



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- 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 experience working in a large-scale cultural setting such as a museum, gallery, festival, cultural heritage or arts organisation, in a creative programming role.
2. Knowledge and experience in understanding of all the stages program production including a strong understanding of program evaluation.
3. Demonstrated experience in effective team management and the capacity to lead and work with a small and creative team that works in cross team initiatives.
4. Demonstrated high level interpersonal skills and relationship development including the ability to communicate with staff, government agencies, community groups and other organisations.
5. Ability to manage conflicting priorities, working under tight timelines and resolve challenges to meet organisational outcomes.
6. Ability to plan, develop and implement visitor-oriented programming and events including program and education product development.
7. Ability to apply the principles of risk management, occupational safety and health, and equity and diversity principles and practices in the context of this position.

Desirable

1. Experience in working with youth, people with disabilities, and the ability to interact sensitively with Aboriginal people and diverse cultural groups.
2. Qualifications in education museum or arts management, business development.
3. Working understanding of the WA and national curriculum and how it relates to Museum programming
4. Working understanding of designing digital and media content as it relates to program development

KEY RELATIONSHIPS/INTERACTIONS



Perth Site Manager, Perth Operations Manager, Learning and Engagement staff, Volunteers and other Museum staff as required.

KEY CHALLENGES

Balance multiple, competing priorities in teams workloads, within a limited budget. Work Effectively within an extended team to deliver and develop programs and activities. Help to develop and build strategic partnerships.

SPECIAL CONDITIONS

Work outside normal business hours and on weekends is required.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance Certificate.
3. A working with Children Clearance (WWCC) will be required.

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.