



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
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Learning and Engagement Assistant

Position Number

15052, 11437, 14722, 14723, 14724

Classification Level

Level 2

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Learning and Engagement

Physical Location

WA Museum Boola Bardip

REPORTING RELATIONSHIPS

Position reports to

Manager Learning and Engagement, WA
Museum Boola Bardip

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

The Learning and Engagement Assistant's role is to support the development, delivery, and evaluation of high-quality public programs, experiences and resources relating to the WA Museum Boola Bardip.

The Learning and Engagement Assistants assist in the creation and implementation of visitor experiences which enhance the Museum visit with a focus on preparation and delivery, as well as supporting the training of other Museum staff and volunteers for the delivery of these experiences where necessary.

STATEMENT OF DUTIES

1. Support the production of programs and experiences including the set-up, pack down and delivery of programs, events and activities relating to and education and or public programs
2. Assist with communication with program participants, including meeting and greeting program participants, and ensure all visitors experience an exemplary level of customer service.
3. Participate in and contribute to Museum project teams.



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4. Assist with administrative and production tasks related to bookings and program delivery, as required.
5. Ensure records are created and managed according to Records Management policy and procedures
6. 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 experience presenting engaging education and public programs to a variety of audiences.
2. Proven ability to work effectively with a range of age groups including early learners, primary and secondary students, adult learners, educators and the broader public.
3. Or experience in producing and delivering cultural events.
4. Excellent interpersonal and communication skills, including a demonstrated commitment to high quality customer service.
5. Comfortable using technology in education and event delivery and have some understanding of digital and online program delivery.
6. Demonstrated experience supporting the development and evaluation of education programs, activities and events relevant to a Museum or other learning or event environments.
7. Knowledge of current engagement methods for a variety of audiences, and an understanding of how these impact visitor experience.
8. Demonstrated written and verbal communication skills.

Desirable

1. A relevant qualification in education, interpretation, science communication or other Museum-related discipline.



2. Experience or background in Science, Western Australian history, Aboriginal and Torres Strait Islander Histories and Cultures, Digital technologies, Innovation and design thinking.

KEY RELATIONSHIPS/INTERACTIONS

Learning and Engagement Manager, Learning and Engagement staff, Perth site Manager, Perth Operations Manager, Volunteers

KEY CHALLENGES

Work effectively within an extended team to deliver programs and activities.

SPECIAL CONDITIONS

May require regular weekend or after-hours work, Penalty rates apply.

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.

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.

