



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be valued, used and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award winning Boola Bardip in Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

OUR VISION

An informed and engaged community working together for a better future.

OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of the Community

3

Aboriginal and Torres Strait Islander Peoples

4

State-wide



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Learning and Engagement Assistant

Position Number

14724

Classification Level

Level 2

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Engagement

Branch/Team

Western Australian Museum – Boola Bardip

Physical Location/s

WA Museum Boola Bardip

REPORTING RELATIONSHIPS

Position reports to

Supervisor, Learning and Engagement
Boola Bardip, Level 3

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 education and 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

- 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.
 - Assist with communication with program participants, including meeting and greeting program participants, and ensure all visitors experience an exemplary level of customer service
 - Participate in and contribute to Museum project teams.
-



- Assist with administrative and production tasks related to bookings and program delivery, as required.
- Ensure records are created and managed according to Records Management policy and procedures.
- Other duties as required with respect to the scope 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 or experience in producing and delivering cultural events.
3. Excellent interpersonal and communication skills, including a demonstrated commitment to high quality customer service.
4. Comfortable using technology in education and event delivery and have some understanding of digital and online program delivery.
5. Demonstrated experience supporting the development and evaluation of education programs, activities and events relevant to a Museum or other learning or event environments.
6. Knowledge of current engagement methods for a variety of audiences, and an understanding of how these impact visitor experience.
7. Demonstrated written and verbal communication skills.

Desirable

1. A relevant qualification in education, interpretation, science communication, arts management 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.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

SPECIAL CONDITIONS

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

APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.
- A current (within six months) National Police Clearance Certificate.
- A Working with Children Check (WWCC) will be required.