

Department of Creative Industries, Tourism and Sport

# 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 a 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 the 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 Creative Industries, Tourism and Sport (CITS).



Department of Creative Industries, Tourism and Sport

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| **DETAILS** |  |
| **Position Title** | **Position Number** |
| Learning and Engagement Supervisor | 14730 |
| **Classification Level** | **Award/Agreement** |
| Level 3 | Public Service Award 1992 / PSGO CSA GA |
| **Directorate** | **Branch/Team** |
| Engagement | Western Australian Museum Boola Bardip |
| **Physical Location** |  |
| WA Museum Boola Bardip |  |

# REPORTING RELATIONSHIPS

## Position reports to

Manager, Learning and Engagement Boola Bardip, Level 5

## Positions reporting to this position

* Assistants, Learning and Engagement Boola Bardip, Level 2



# PURPOSE OF THE POSITION

The Learning and Engagement Supervisor’s role is to support the Learning and Engagement team to develop, implement, resource, deliver and evaluate high quality education and public programs and experiences relating to the Western Australian Museum.

The Learning and Engagement Supervisor plays a crucial role in organising and resourcing programs, including staff training, ticketing management and administration.

This role will focus on supporting all members of the Learning and Engagement team for the successful delivery of programs, from concept to production and will supervise permanent and casual Learning and Engagement Assistants and their deliverables.

# STATEMENT OF DUTIES

* Support Learning and Engagement Team with program administration including purchasing, invoicing, ticketing, record keeping, statistics and general documentation.



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* Undertake the resourcing, logistics organisation, briefing preparation, set-up, pack down and delivery and evaluation of programs, including digital education and public programs.
* Roster, supervise, train, and evaluate Learning and Engagement Assistants and Volunteers.
* Liaise with external providers, program participants, teachers and customers to deliver quality experiences and excellent customer service to all audiences.
* Provision of high-level animal husbandry to the Museum’s live animal collection, including reptiles and amphibians.
* Other duties as required with respect to the scope of the position.

# WORK RELATED REQUIREMENTS

## Essential

1. Demonstrated successful experience supporting the development, resourcing, delivery and evaluation of education and public programs, activities and events.
2. Demonstrated project organisation skills, including financial and other record keeping and project administration.
3. Proven ability to supervise a team and deliver training.
4. Well-developed written and verbal communication, interpersonal skills and commitment to high quality customer service.
5. 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, Arts, Cultural or Museum Management or related discipline.
2. Working understanding of digital technologies in relation to program delivery, ticketing or resource management.
3. Proven ability to present education to a range of age groups including early learners, primary and secondary students, adult learners and educators.

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# 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 six months) National Police Certificate will be required prior to commencement of employment.
3. A current Working with Children Check (WWCC) will also be required.