



Position Title: Arts Learning Coordinator

Position Status: Permanent Part Time

Location: East Gippsland Art Gallery
2 Nicholson St, Bairnsdale

Enquiries: Crystal Stubbs – Director

Ph: (03) 5153 1988

director@eastgippslandartgallery.org.au

APPLICATIONS

1. Please include the following information:

- Personal details (telephone number, postal address etc.).
- Employment history including full details of prior experience and present position.
- Knowledge/understanding, abilities and skills relevant to the position.
- Details of formal qualifications (including date of issue).
- Copies (do not send originals) of recent references or details of referees who may be contacted.
- Copy of current Working with Children check
- Applicants should address Key Selection Criteria

3. Applications to be addressed to:

Attention:

Crystal Stubbs
East Gippsland Art Gallery
2 Nicholson Street
Bairnsdale VIC 3875

or

director@eastgippslandartgallery.org.au



JOB STATEMENT

Arts Learning Coordinator

The East Gippsland Art Gallery is looking for an enthusiastic, energetic and highly skilled person to join our vibrant team. This person must be passionate about engaging with the broader community and the gallery's vision.

'Through dynamic Gallery programming, we will foster a community where the arts and the appreciation of the arts flourish, where more people, and a greater diversity of people, are engaged with their public Art Gallery and where the arts are recognised as critical for the region's prosperity and wellbeing.'

The Arts Learning Coordinator will plan, co-ordinate and undertake the East Gippsland Art Gallery's education program to engage and liaise with kindergarten, primary, secondary, tertiary and special needs education sectors of East Gippsland Shire.

The Arts Learning Educator will tailor programming that connects people with art and artists at the Gallery. Working with people of all ages is a key feature of the job and includes activities such as talks, presentations, workshops, demonstrations, guided tours and running courses. Some evening work is required.

KEY RESPONSIBILITIES

- Develop and implement an education plan aligned with the Gallery's exhibition and activities program.
- Develop and implement a program of Outreach visits to schools in the East Gippsland Shire.
- Co-ordinate visits to the Gallery by students of outlying schools.
- Prepare and forward education and Gallery program information electronically or by standard mail, to education representatives in the region.
- Build relationships with arts based educational staff across East Gippsland.
- All other duties as requested by Gallery Director.
- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.
- Prepare a brief annual report for the EGAG AGM and subsequent Creative Victoria and EGSC acquittals.
- Document (visual and written) education activities.
- Participate in annual evaluation of the education program.



ORGANISATIONAL RELATIONSHIP

- Reports to: Director
- Internal Liaisons: Administration and Creative Directions Coordinator
Arts Communications Officer
Gallery volunteers
EGSC staff as required
- External Liaisons: Gallery visitors (students and adult groups in particular)
Regional school and kindergarten teachers
Artists / craftspeople / exhibition curators

JOB ENVIRONMENT

- 13 hour week
- \$30 hour
- Flexible working time to suit the operational need of the position
- Some out of business hours work necessary (approximately 6 hours every 4 weeks)
- This position requires you to travel within East Gippsland

THE POSITION HOLDER IS EXPECTED TO

- Follow safe work practices, procedures, instructions, and rules.
- Perform all duties in a manner that ensures personal health and safety of others in the workplace.
- Report all hazards and incidents that can cause harm.
- Participate in ongoing training as required.
- Have access to a vehicle with comprehensive insurance.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Arts Learning Coordinator is directly responsible for the following:

- Assist with reporting against any grants received from individual, corporate and government agencies in relation to the Education Program.
- Required to prepare qualitative and quantitative reports on the Education program in the Gallery as required.
- At times (out of hours workshops) be a delegated authority.



SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of various Visual Arts media, techniques and concepts.
- Skills and knowledge in relation to creating an engaging learning environment for children.
- General working knowledge of office and administrative procedures.
- Computer operation skills enabling creation and distribution of information by electronic means.
- Proven writing ability.

MANAGEMENT SKILLS

- Motivation to work unsupervised.
- Capable of working to tight schedules.
- Able to initiate, develop and follow through to completion, education program elements.

INTERPERSONAL SKILLS

- Good communication ability with all Gallery visitors, but particularly students of all levels.
- Ability to work as part of a small team, accepting of received instructions and able to act as directed.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Fine Art and/or a teaching qualification in Art Education is preferred, but not necessary.
- A full Victorian driver's licence.
- Teaching experience (particularly in primary schools) is preferred, but not necessary.
- Knowledge of a broad range of visual arts mediums.
- A current working with children check.

KEY SELECTION CRITERIA

- Enthusiasm.
- Creativity.
- Teamworking Skills.
- Organisational Skills.
- Communication Skills.
- Interpersonal Skills.
- Appropriate art teaching experience.
- Administrative ability.
- Broad knowledge of visual arts mediums.