



Position Title: Arts Learning Coordinator

Position Status: Part Time - 2 year term of employment
Potential to extend, subject to funding

Location: East Gippsland Art Gallery
2 Nicholson St, Bairnsdale

Enquiries: Crystal Stubbs – Director

Ph: (03) 5153 1988

director@eastgippslandartgallery.org.au

APPLICATIONS

- 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
- Applications to be addressed to:**

Attention:

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

or

director@eastgippslandartgallery.org.au



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
- \$29 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

This position has been created until 31/8/2021 as it has been funded primarily by Creative Partnerships Australia.



THE POSITION HOLDER IS EXPECTED TO

- As part of a team, contribute to the achievement of the Gallery's Strategic and Business Plan's.
- 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.
- Some financial management skills.
- 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.
- Able to confidently advise or direct volunteers.

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 required.
- A full Victorian driver's licence.
- Teaching experience (particularly in primary schools) is preferred.
- 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.