

Position Title:	Engagement Coordinator
Award/Level	LGA MA000112 Level 5
Department:	Penrith Regional Gallery & The Lewers Bequest
Type:	Part-Time Fixed term

Position Purpose

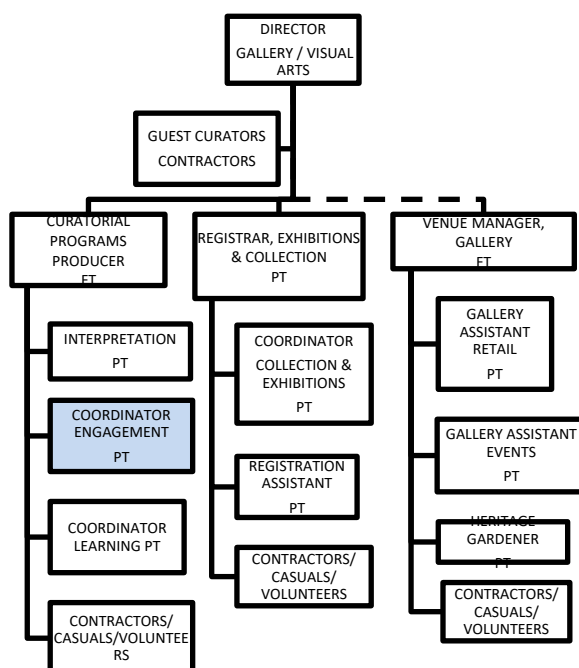
Under the supervision of the Gallery’s Curatorial Program Producer, the Engagement Coordinator will consolidate and apply a strong visual arts activation and accessibility framework to the development and delivery of engagement programs at Penrith Regional Gallery.

The Engagement Coordinator is particularly skilled at increasing access and engagement with visual arts exhibitions and programs through informal programming, lifelong learning and by supporting a diverse range of community groups to engage with the Gallery to share their own stories.

The Engagement Coordinator will:

- Develop and deliver innovative engagement methods to activate and promote the Collection and temporary exhibitions in an audience focussed and cost-effective manner.
- Develop and deliver complementary and collaborative content for community exhibitions, collection database, Penrith Regional Gallery curated exhibitions, media and communication activities such as website and social media, print collateral, editorial copy, publications and community events.
- Work with the Curatorial Programs Coordinator on the development of partnerships, collaborations and community engagement that raises the profile of the Gallery to local, national and international audiences.

Department Structure



N.B.: All shaded Key Result Areas are compulsory for every Position Description

Key Result Areas**1. Program Delivery****Major Tasks**

- Work in consultation with the Curatorial Program Producer to develop and deliver public and engagement programs that meet the needs of a variety of audiences; including family and schools programs, extra-curricular workshops, adult masterclasses and talks that support lifelong learning.
- Work in consultation with the Curatorial Program Producer to draft content for the marketing and communications team including for website and social media.
- Collaborate with other Coordinators on the development of complementary programs across Education, Engagement and Exhibitions.
- Support the development and delivery of informal workshops and learning situations for a range of participants including children and their carers, young people, and adults in the Gallery, garden and also through offsite community engagement.
- Develop and deliver access and engagement resources and initiatives in line with touring and in-house curated exhibitions and projects.
- Identify, develop and deliver community engaged initiatives both on and offsite.
- Where required, assist in the room set-up for gallery programs and events.
- Ensure that any materials for workshop/programs are set up in advance of the delivery of the program.
- Manage resources to optimise outcomes within required timeframes and budgets.

Performance Measures

- An exciting and engaging program of engagement opportunities for existing and new audiences.
- With the Marketing team, provide marketing and social media content that connects audiences to the Gallery and drive their participation digitally and onsite.
- Effective communication and collaboration with internal stakeholders.
- Successful workshops and programs that guide participants through creative learning scenarios.
- Positive relationships with a diverse range of community groups.
- Engagement programs delivered on schedule and within budget.

2. Administrative and program development**Major Tasks**

- Contribute to the research and development of the engagement program as it relates to the broader artistic program and workshop programs including writing program plans.
- Identify key areas for increased engagement within the community.
- Through research and preparation, develop knowledge, skills and expertise to deliver the engagement outcomes as identified in the Artistic Program.
- Build and maintain positive relationships with key stakeholders in the local community and cultural sector more broadly.
- Manage tracking budgets and key digital files of all expenses and income, accordingly.

Performance Measures

- Clear and effective program plans that connect engagement with the curatorial and learning programs.
- Increased engagement with new community groups.
- Positive relationships with diverse community groups.

Key Result Areas**3. Security, WHS and Child Protection****Major Tasks**

- Ensure safety of public and engagement program participants by identifying and reducing hazards.
- Ensure the PP&VA Child Protection Policy and procedures are adhered to by all public and engagement stakeholders at all times
- Ensure gallery protocols are maintained whilst working with groups.
- Be responsible for the management and correct use of all art materials according to WHS principles.
- Use safe manual handling procedures in set up and all other tasks
- Report incidents in accordance with set procedures (injury, hazard, theft, damage) in accordance with PP&VA WHS policy and protocols.

Performance Measures

- All programs delivered safely for participants as well as staff

4. Customer Service**Major Tasks**

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy education customer needs
- Present a positive image of PP&VA

5. Corporate Governance and Effective Work Practices**Major Tasks**

- Work as part of a team
- Ensure all work is completed accurately and on time
- Support other team members
- Actively listen and use positive communication techniques
- Work within the policies, guidelines and statutory requirements for the work being undertaken
- Follow defined WHS guidelines, and maintain a clean and safe workplace
- Provide effective customer service, always be conscious of PP&VA's public image
- Deal with the public in a courteous manner and promote PP&VA in a positive way
- Undertake alternative duties as directed from time to time
- Supervise and/or train staff (after sufficient experience with PP&VA)

Individuals with NO Staff reporting to them**6. Work Health and Safety (WHS)****Major Tasks**

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

POSITION DESCRIPTION

Performance Expectations

- Work completed is accurate and attention to detail is demonstrated
- Work from any of PP&VA's sites and carry out other duties as required
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance is satisfactory and leave is planned well in advance
- Time is managed efficiently and work is completed within reasonable timeframes
- Work is completed in line with WHS guidelines and contribution is made to WHS consultative process
- Effective communication and interpersonal skills are applied
- Motivation and cooperation are demonstrated
- Undertake training as directed
- Commitment to EEO and anti-discrimination is demonstrated
- PP&VA resources are used efficiently

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Exceptional communication, writing, negotiating and presentation skills and proven ability to engage a diverse range of stakeholders in a strategic manner.
- Excellent planning and organisational skills including the ability to prioritise and manage concurrent programs.
- Previous experience in a visual arts environment and knowledge of contemporary artistic practice and historical perspectives
- Strong commitment to engaging diverse audiences across cultures and experience in developing programming strategies.
- Sound knowledge of and experience in using Microsoft Office including Word and Excel
- First Aid Certificate (or ability to acquire)
- Current NSW Working With Children check.

Desirable

- Strong management skills, and the ability to work well independently and as part of a small team
- Tertiary qualifications in Education, Art, Museum, or Curatorial Studies or equivalent degree

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the PP&VA and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

POSITION DESCRIPTION

Values and Behaviours

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals