

POSITION DESCRIPTION

Position Title:	Learning Coordinator
Award/Level	LGA MA00012 Level 5
Department:	Penrith Regional Gallery & The Lewers Bequest
Type:	Part-Time Fixed Term

Position Purpose

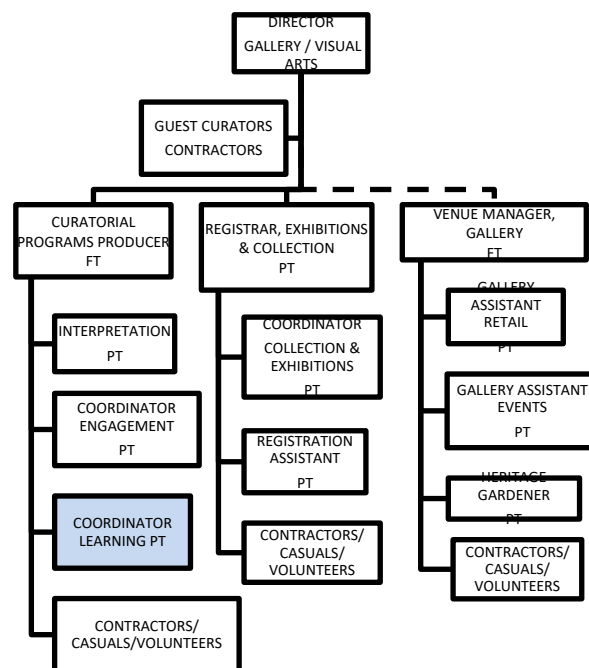
Under the supervision of the Gallery’s Curatorial Program Producer, the Learning Coordinator will consolidate and apply a strong visual arts education practice to the development and delivery of education programs at Penrith Regional Gallery.

The Learning Coordinator is particularly skilled in education program development. As a key part of the Curatorial Programs team, the management of the casual resource is a responsibility of this role.

The Learning Coordinator:

- Will contribute to the development of education programs, including how to identify and meet the needs and expectations of the various education and broader learning audiences/stakeholders.
- Will build and apply skills and knowledge in the visitor services area and front of house duties.
- Works within the education team and assists in the provision of professional education, interpretation and public program experiences at the Gallery.
- Works to support, independently and in collaboration with other Gallery staff, the delivery of Gallery workshops, education and learning activities and events.

Department Structure



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

- Work in consultation with the Curatorial Program Producer to develop and deliver workshop and education programs that meet the needs of a variety of audiences; including family and schools, extra-curricular workshops, adult masterclasses and talks that support lifelong learning.
- Support the development and delivery of school excursion programs which take place in the gallery, garden or studios and also outreach programs delivered off site.
- Deliver extracurricular and holiday workshop programs as required.
- Develop and deliver education programs for participants who identify as living with a disability.
- Ensure that program participants are in the right location, on task and respectful of art objects, each other and all gallery patrons.
- Where required, assist in the room set-up for gallery education events.
- Ensure all students are in line-of-sight at all times during the workshop/excursion program (unless being supervised by their classroom teachers during school excursions).
- Ensure all materials for workshop/education programs are set up in advance of the delivery of the program.
- Ensure that the studios and or gallery/garden areas where the education program has taken place are left clean and tidy as found, and all art materials are returned to the workshop storage area.

Performance Measures

- An engaging and innovative learning program that provides access to the Galleries exhibitions and collections.
- Viable and successful school programs that connect primary and secondary students to the Gallery.
- Viable and successful after school and holiday workshops.
- Deliver program on schedule and within budget

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

- Contribute to the research and development of learning programs including writing lesson plans.
- Maintain an accurate record of the programs worked on.
- Through research and preparation, develop knowledge, skills and expertise to deliver the education outcomes as identified in the program outline.
- Build and maintain positive relationships with key stakeholders in the education sector and general public.
- Perform administrative tasks including customer service, bookings, retail transactions and record keeping.

Performance Measures

- Clear and effective lesson plans.
- Detailed and accurate records of program attendance.
- Positive working relationships with external stakeholders.

POSITION DESCRIPTION

Key Result Areas

3. Security, WHS and Child Protection

Major Tasks

- Ensure safety of learning program participants by identifying and reducing hazards.
- Ensure the PP&VA Child Protection Policy and procedures are adhered to by all education stakeholders at all times
- Ensure Gallery protocols are maintained whilst working with education 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 classes and workshops delivered safely for participants and 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)

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

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Individuals with staff directly reporting to them

6. Work Health and Safety (WHS)

Major Tasks

- Attend training as required and ensure completion of training by supervised staff
- Perform work in accordance with WHS policies and procedures
- Ensure all procedures have been risk assessed, and risk assessments are reviewed in line with designated timeframes
- Monitor implementation and use of risk control measures
- Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, supervised staff

Performance Measures

- All required training has been completed
- All supervised staff have completed required training
- WHS procedures are identified and complied with
- Risk assessment documentation is completed in line with legislative requirements, and risk assessments are reviewed at least annually or more frequently if required
- Risk control documentation is completed and records kept in accordance with council procedures
- Participation in consultation process is on record
- Record of supervised staff participation in consultation

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

- Experience working with education audiences
- Experience in fine art or design practice
- 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

- Bachelor Fine Art or Bachelor of Education

POSITION DESCRIPTION

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

POSITION DESCRIPTION

Values and Behaviours

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

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