

## POSITION DESCRIPTION

<b>Position Title:</b>	Public Programs Coordinator
<b>Award/Level</b>	LGA Level 5 \$35.34 per hour
<b>Department:</b>	Penrith Regional Gallery & The Lewers Bequest
<b>Type:</b>	Part Time Fixed Term (22.5 hours per week)
<b>Position Purpose</b>	
<p>Under the supervision of the Gallery's Director, the Public Programs Coordinator will consolidate and apply a strong visual arts activation and accessibility framework to the development and delivery of public programming at Penrith Regional Gallery.</p> <p>The Public Programs Coordinator is particularly skilled at increasing access and engagement with visual arts exhibitions and programs through informal programming, life-long learning and by supporting a diverse range of community groups to engage with the gallery to share their own stories.</p> <p>The Public Programs Coordinator will:</p> <ul style="list-style-type: none"><li>• Develop and deliver innovative engagement methods to activate and promote the Collection and temporary exhibitions in an audience focussed and cost-effective manner.</li><li>• Develop and deliver complementary and collaborative programming for exhibitions, collections and site.</li><li>• Develop and deliver a series of adult workshops to sustain life-long learning and generate income for the Gallery.</li><li>• Work with the Gallery team on the development of partnerships, collaborations and community engagement that raises the profiles of the Gallery to local audiences.</li></ul>	

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

Key Result Areas
<p><b>Key Result Areas</b></p> <p>1. Program Delivery</p> <p><b>Major Tasks</b></p> <ul style="list-style-type: none"> <li>• Work to develop and deliver public programs that meet the needs of various audiences; including family and schools programs, extra-curricular workshops, adult masterclasses and talks that support lifelong learning.</li> <li>• Collaborate with other staff on the development of complementary and aligned programs across Learning, Exhibitions and Collection.</li> <li>• Coordinate the development of informal workshops and learning situations for a range of adult participants.</li> <li>• Coordinate the Gallery's Access Program including All In Art Club and No Boundaries Nepean.</li> <li>• Identify, develop and deliver community engaged initiatives both on and offsite.</li> <li>• Where required assist in the set up for Gallery programs and events.</li> <li>• Ensure that any materials for workshops/programs are set up in advance of the delivery of the program.</li> <li>• Manage resources to optimise outcomes within required timeframes and budgets. Material preparation and management.</li> </ul> <p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• An exciting and engaging program of public-focussed opportunities for new and existing audiences.</li> <li>• Effective communication and collaboration with colleagues and internal stakeholders.</li> <li>• Financially viable and artistically rigorous workshops and programs that guide and support audiences through a range of scenarios.</li> <li>• Positive relationships with diverse community groups and stakeholders.</li> <li>• Public Programs delivering against KPIs include level of participation and income generation.</li> </ul>

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### 2. Administrative and program development

#### Major Tasks

- Contribute to the research and development of public programs as they relate to broader artistic program, including developing adult workshop plans.
- Identify key areas for increased engagement within the community.
- Coordinate a cohesive program that offers opportunities for adult participants at all levels, from casual participation through to professional development.

#### Performance Measures

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

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### Key Result Areas

#### Customer Service

- 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 customer needs.
- Present a positive image of PP&VA.

#### Corporate Governance and Effective Work Practices

- 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

#### 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

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### 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

## POSITION DESCRIPTION

### 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

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Values and Behaviours
<b>Respect</b> <ul style="list-style-type: none"><li>• I treat others fairly and objectively</li><li>• I value and accept other people's differences</li><li>• I treat others with dignity, kindness and in the spirit of service</li><li>• I treat people how I would like to be treated</li><li>• I recognise the worth of individuals</li></ul>