

POSITION DESCRIPTION

Position Title:	Gallery Educator
Award / Level	LGA Level 4
Department:	Penrith Regional Gallery
Type:	Casual

Position Purpose

Primarily employed to work on Gallery workshop and education programs, casual Gallery Educators deliver programs taking place across a seven day week, including afternoons and evenings. Primarily located in the exhibition galleries, the studios and within the education office, Gallery Educators have a strong stakeholder focus.

Suited to a motivated, well organised individual who is both an able team player and able to work independently, casual Gallery Educators must be well presented, skilled communicators who are able to be the willing and friendly face of the organisation.

The casual Gallery Educator:

- provides professional education experiences at the gallery and acts as the interface between the Gallery site, exhibition programs and the Public
- assists in the delivery of Gallery workshops and education activities and events
- reports to and takes direction from the Gallery's Education Manager; and
- works to support, and in collaboration with, other Gallery staff

Department Structure

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NB: All shaded Key Result Areas are compulsory for every Position Description

Key Result Areas	
1. Program Delivery Major Tasks <ul style="list-style-type: none"> Under direction of the Learning/Engagement Coordinator deliver a workshop or education program including extracurricular and holiday workshop as required. Audience sectors will include a range of demographics: families, schools, extra-curricular workshops, adult master classes and lectures that support lifelong learning. Prepare lesson plans in advance of each program delivery. Support the delivery of school excursion programs taking place in the gallery, garden or studios and which may include outreach programs delivered off site. Ensure to a reasonable degree that program participants are in the right location, on task and respectful of art objects, each other and all gallery patrons. Ensure that students remain in their line-of-sight of at all times during the workshop/excursion program (unless supervision is by 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 will be left clean and tidy as found and all art materials are returned to the workshop storage area. Where required assist in the room set-up for Gallery education events. 	
2. Administrative Major Tasks <ul style="list-style-type: none"> Extend organisational documentation of education program through submission of delivered lesson plans Maintain accurate records of the program in soft copy for filing on the shared drive. Ensure that knowledge, skills and expertise are adequate for delivery of the identified education outcomes in program outline. 	
3. Security and WHS Major Tasks <ul style="list-style-type: none"> Ensure safety of education program participants by identifying and reducing hazards. Ensure gallery protocols are maintained at all times whilst working with education groups. Manage the correct use of all art materials in accordance with 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. 	
4. Customer Service Major Tasks <ul style="list-style-type: none"> Provide effective service to PP&VA education program patrons and the community Provide effective service to internal customers Take action to satisfy education program patrons needs with the brief described in the particular education program (in consultation with manager education) Present a positive image of PP&VA 	

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Key Result Areas

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, including the NSW Working with Children Policy.
- 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

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

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

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Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Extensive experience in fine art or design practice
- Experience working with education audiences.
- Word processing - MS Office
- Current Working With Children Check and First Aid Certificate.

Desirable

- Fine Arts or Education 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

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Values and Behaviours

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

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