

POSITION DESCRIPTION

Learning Coordinator

POSITION DETAILS

Position Title:	Learning Coordinator
Award / Level:	Local Government Award MA00012 – Level 5
Department:	Lewers: Penrith Regional Gallery
Employment Type:	Part-Time Fixed Term
Reports To:	Gallery Manager
Direct Reports:	Contractors / Casuals / Volunteers

POSITION PURPOSE

PP&VA is a small, passionate and dedicated organisation that exists to serve our community through art, music and culture. While each role has its own focus, we achieve our purpose by working together. Employees are encouraged to look for opportunities to support colleagues and collaborate across teams, so that as a whole organisation we can offer the best possible experience to our artists, audiences and community.

Under the supervision of the Gallery's Curator, 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 role contributes to the development of education programs — including identifying and meeting the needs of various education and broader learning audiences — and works within the education team to assist in the provision of professional education, interpretation and public program experiences at the Gallery.

KEY RESULT AREAS

1. Program Delivery

Major Tasks

- Work in consultation with the Curator to develop and deliver workshop and education programs that meet the needs of a variety of audiences; including family and schools, extracurricular 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.
- Manage the Gallery's casual educators, including rostering and training, and manage the Gallery's secondary school work experience program.
- 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 Gallery's 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.
- Programs delivered 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.
- Collaborate with PP&VA Marketing to provide content for website, printed collateral and email campaigns, particularly around term and school holiday workshops.
- Build and maintain positive relationships with key stakeholders in the education sector and general public to support program development and delivery.
- 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.

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 being 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).

6. Work Health and Safety (WHS)

Applicable to roles with direct reports.

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 completed.
- All supervised staff have completed required training.
- WHS procedures are identified and complied with.
- Risk assessment documentation completed in line with legislative requirements, reviewed at least annually or more frequently if required.
- Risk control documentation 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 of Fine Art or Bachelor of Education.

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 Ltd and Staff support the following Values and Behaviours:

Belong Here	• I show up as myself and make space for others to do the same. • I recognise that Western Sydney is who we are, not just where we are. • I am honest about what I don't know and curious about what I don't understand. • I treat everyone who walks through our doors as someone who belongs here.
Choose the Harder Thing	• I do what is right, not what is easy. • I stand up for the work, the artists, and the community, even when it is uncomfortable. • I raise difficult issues rather than avoiding them. • I hold myself and others to a high standard.
Own It	• I take responsibility for my work and my decisions, whatever the outcome. • I follow through on what I say I will do. • I do not wait to be told when something needs doing. • I operate within my delegations and escalate when I am unsure.
Raise the Standard	• I pursue quality in everything I do. • I am creative and look for better ways of working. • I give and receive feedback constructively. • I represent PP&VA with professionalism and pride.
Build to Last	• I think beyond my own role and consider the long-term health of the organisation. • I support sustainability and the wellbeing of future communities. • I contribute to a culture where others can do their best work. • I uphold social justice principles in all that I do.