

## POSITION DESCRIPTION

**POSITION:** Education Officer  
**REPORTS to:** Art Museum Director

**JOB PURPOSE:** The Education Officer supports the strategic development of on-site, digital and outreach learning programs to broaden NERAM's engagement with schools, teachers, students and the community.

This position works across all areas of NERAM's education activities from creative play for toddlers through to creative ageing, with a key focus on school and student engagement. The role will guide and develop quality learning experiences including resource materials and face-to-face workshop programs.

To be successful in this role the applicant must have visual arts and education experience and a passion for designing innovative learning programs.

### ABOUT THE ORGANISATION:

The New England Regional Art Museum (NERAM) is a not-for-profit Company Limited by Guarantee that manages one of the leading regional art galleries in New South Wales, with six galleries of exhibition spaces, a café, artist residence, art class studio, shop and the Museum of Printing.

#### Our Vision

To be a cultural meeting place for the New England Region and an iconic destination museum. To be home to a dynamic intersection of local and national arts culture, and to play a vital role in strengthening community through artistic expression, programming and education.

#### Our Mission

To enrich the cultural life of our community and visitors with outstanding, diverse artistic programs, showcasing NERAM's collections; provide access to national and contemporary art; and enable a thriving arts community.

NERAM holds a number of significant collections including the Howard Hinton Collection, the Chandler Coventry Collection, the Armidale City Collection and the New England Regional Art Museum (NERAM) Collection which cover a broad range of Australian art history across the visual arts. NERAM hosts exhibitions curated from its own collections,

visiting art exhibitions from around Australia and by local artists as well as a program of educational programs and activities for all ages.

NERAM receives annual funding support from the Armidale Regional Council, the New South Wales Government through Create NSW and from the Margaret Olley Art Trust. NERAM also raises funds and project support from other funding bodies and supporters including the NERAM Foundation and the Packsaddle group. NERAM generates additional income through entrepreneurial and philanthropic activities including shop and merchandise sales, memberships of the Friends of NERAM Inc., art class registrations, selling exhibitions, business sponsorships and private donations.

#### **POSITION RESPONSIBILITIES:**

- Working with the NERAM Director and Curator, identify opportunities for sustainable expansion and development of programs and experiences for cultural education in line with NERAM's strategic plan.
- Design and coordinate resources and education experiences that complement NERAM's collections and programs across all ages with an emphasis on school engagement
- Develop NERAM's touring education programs that target schools that are not able to attend on-site activities at the museum
- Deliver learning resources and online content connected to NERAM collections and programs that support self-directed engagement
- Develop and deliver schools and community engagement activities for both on-site and out-reach education streams
- Develop new program offerings and where necessary seeking and submitting grant applications
- Ensure, where relevant, school programs are linked to appropriate NSW curriculum
- Maintain and build NERAM's communication and relationships with New England and connected regional schools including updating a comprehensive database of school contacts
- Implement ongoing evaluation framework and measurement tools in order to continually improve and ensure quality, artistic alignment and learning methodology.
- Oversee education program budgets and support annual budgeting and forecasting processes.
- Ensure processes are in place and adhered to in order to comply with Work Health Safety and Child Protection Policy and procedures.
- Other duties as required and directed.

#### **Personal attributes:**

NERAM is looking for an employee to join a small creative team of people who is:

- Self-motivated, enthusiastic and can demonstrate a positive work ethic;
- Experienced problem solver and pays attention to detail;
- Able to engage with a broad spectrum of the general public;
- Professional in both conduct, presentation and behaviour.

## **Key Selection Criteria:**

### **KSC 1:**

Tertiary level qualifications in the visual arts, or arts education and/or equivalent industry experience in contemporary arts education, museum education programming, the development and delivery of arts and cultural programs;

### **KSC 2:**

Demonstrated experience in cultural education design and delivery;

### **KSC 3:**

Demonstrated experience in reviewing, designing and developing resource materials for arts learning;

### **KSC 4:**

Demonstrated ability to develop productive relationships with multiple stakeholders including teachers, students, community groups, artists and membership groups to create and deliver joint programs and activities;

**KSC 5:** Self-management skills including the ability to manage multiple competing priorities and manage time effectively with high emotional intelligence;

### **KSC 6:**

Excellent skills in research and writing, planning, organisational and communication skills, coupled with exceptional attention to detail;

### **KSC 7:**

A current NSW Class C Drivers Licence or equivalent. The education officer may be required to travel extensively throughout the New England region.

### **KSC 8:**

This position requires the incumbent to hold a Working with Children Check and a National Police Clearance.

## **Desirable:**

- Knowledge of Australian Curriculum, in particular the creative/ visual arts
- Understanding of or experience in visual arts creative practice
- Knowledge of design software (Adobe Creative Suite)

## **GENERAL INFORMATION:**

This position is a 12 month contract, part-time (22.8 hrs/ week) contract position based at New England Regional Art Museum with working hours of Monday to Friday 9.00am – 5.00pm. Working hours for this role may be flexible and may also include when necessary weekends and after hours.