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Moree Plains Gallery

25 Frome St

Moree NSW 2400

(02) 6757 3320

moreeplainsgallery@bigpond.com

**Moree Plains Gallery Education Officer**

**Information for Applicants**

The details included in this package are:

* + Background
  + Job description
  + Selection criteria

Please include the following with your application:

* Response to selection criteria
* Curriculum vitae or resume
* Contact information of two work related referees. Referees may be contacted without further notice to the applicant.

Applications will be received by email to [moreeplainsgallery@bigpond.com](mailto:moreeplainsgallery@bigpond.com). For further information applicants are encouraged to contact the Gallery Director, Vivien Clyne, on (02) 6757 3320.

**Timeline for recruitment process:**

* Applications close Friday 14 April 2017 at 4pm
* Interviews from Monday 24 April 2017
* Employee Commencement date from Monday 15 May 2017
* There will be a probationary period of six months for the successful applicant

**Employment Terms and Remuneration Information**

Moree Plains Gallery’s Education Officer role is funded on a triennial basis by Arts NSW.

**Award Information** Amusement, Events and Recreation 2010 Grade 4

**Employment** Part-time 2 year contract

**Contact Hours** 24hrs/Week

**Gross Weekly Pay** $700

**Gross Annual Pay** $36,400

**Superannuation** $3,600

**Total Remuneration Package** $40,000 per annum

**Annual Leave** 16 days/year

**Personal Leave** 8 days/year

**Background information**

As a community minded organisation, Moree Plains Gallery strives to enhance the appreciation and practice of art in the Moree Plains Shire. We achieve this goal by presenting a schedule of changing exhibitions and diverse public programs. The Gallery promotes and preserves the art and culture of the Kamilaroi people and all residents of North West New South Wales.

Moree Plains Gallery has one of the most extensive collections of Aboriginal art in regional New South Wales and is building a significant holding of works by non-Indigenous Australian artists. Our annual program includes an array of exhibitions drawn from the permanent collection, as well as touring shows. Our facilities include the Gallery Studio which houses our education programs. Moree Plains Gallery Education Programs focus on engaging the following priority areas:

* Artists living/working in regional NSW
* Aboriginal People
* Young People
* People living with a disability or mental health issue

**The Role:**

The successful applicant to the Education Officer role will demonstrate a passion for engaging with a variety of audiences, including children and families, seniors, youth, access, Culturally & Linguistically Diverse (CALD) and adult audiences. You will have a working knowledge of creative programs and experience delivering education activities such as tours, art classes for children of all ages, adult and community engagement programs. You demonstrate a creative approach to program planning, with a high level of attention to detail including managing budgets, writing reports. You are enthusiastic and work well independently as well as in a team environment.

**Qualifications and experience:**

* Relevant experience in education and the delivery of creative programs
* Desirable attributes include tertiary qualifications and/or equivalent experience in Education, Fine Arts and/or Arts Administration
* Class C Driver’s license
* The successful applicant will require a NSW working with children check

Limited training will be available to the successful applicant.

**Reporting Structure**

The Education Officer reports to the Gallery Director. The Education Officer will supervise Gallery volunteers as required. Other Gallery personnel include the Board of Directors, Curator and Casual Staff.

**Statement of Duties**

From time to time the Education Officer will be required to perform tasks in addition to those listed here.

**Position Overview**

Coordinate and run programs and events that connect the Gallery with our community, especially the priority demographics set out above.

**Coordinate the Gallery’s Education Program**

* Coordinate and run the Gallery’s schools outreach program, “Art in a Suitcase”, to promote the permanent collection
* Coordinate and run Art as Therapy workshops in partnership with a range of community support organisations
* Coordinate workshops run by professional artists from around Australia, including professional development classes for local artists
* Work with the Curator to develop education material and activities that enhance our audience’s experience of exhibitions, including artist talks, workshops and artist residencies
* Work with the Curator to develop and write education material to promote the permanent collection in line with the national curriculum
* Work with the Curator to deliver exhibition tours and talks
* Work with the Director to manage the Gallery’s education budget and report on activities, including participant numbers and surveys
* Work with the Director to apply for and acquit grants and raise money for the Gallery’s Education and Community Engagement Programs.
* Responsible for marketing and promoting all Education and Community Engagement programs and events
* Responsible for the Gallery Studio, including venue hire bookings, stocktake and ordering of art supplies, cleaning, and maintenance of a safe work environment.
* Manage education volunteers
* Represent and promote the Gallery to external educational bodies, committees and individuals in order to establish a network of useful and productive partnerships

**Workplace Health and Safety**

* Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations
* Employee must ensure that they do not place themselves or others at risk of injury or illness by eliminating or reporting any potential hazardous to staff or the public

**Hours of Work**

Moree Plains Gallery offers flexible working arrangements in consultation with the Gallery Director and Board. The following schedule outlines contact hours and key programs and is open for negotiation with the successful applicant. From time to time the Education Officer will be expected to organise and facilitate special events and workshops outside any agreed upon contact hours. All overtime is subject to Moree Plains Gallery’s flexi-time policy and established procedures.

**Tuesday**

**Education Officer 9:00am – 5pm**

* 10am – 12pm Art as Therapy (Mental Health Support Organisations)
* 1pm – 3pm Gwydir Industries
* 3:30pm – 4:30pm Art After School (kids art class on a paid term based enrolment)

**Wednesday**

**Education Officer 9am – 5pm**

* **School Outreach Program**
  + Fortnightly visit to schools in and around Moree
* **Administration**
  + Fortnightly office day to organise programs and liaise with other staff

**Friday**

**Education Officer 9am – 5pm**

* **Community Art / Administration Day**
  + Gallery Studio open to the public for free, BYO art materials (some basics provided)
  + Education Officer supervises studio and attendees, and completes administration work when able
  + Exhibition tours, special events and workshops run by the Education Officer can also be scheduled for this day

**Selection criteria:**

Each selection criteria must be addressed individually in your application.

The successful applicant will demonstrate:

1. Working experience in education and the delivery of creative programs
2. Experience working with children and a current Working with Children Check
3. Experience managing relationships with a wide range of community stakeholders, such as clients, partner organisations and sponsors
4. A creative approach to program planning and working with limited resources
5. Ability to manage a budget and construct informative reports
6. Ability to work independently as well as in a team environment
7. Computer skills including Microsoft Office suite and social media
8. Demonstrated knowledge of workplace health and safety procedures for public buildings
9. Class C Driver’s license

Desirable:

1. Tertiary qualifications or equivalent experience in education, fine arts and/or arts administration
2. Experience working with people recovering from mental health issues or those living with disabilities
3. Experience working in a gallery or museum
4. Experience of the Adobe Creative Suite, including In Design and Photoshop