

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b> Education and Public Programs Officer	<b>Division:</b> Museums
<b>Reports To:</b> Gold Museum Manager/Senior Curator	<b>Workplace level:</b> Salaried Position
<b>Loading:</b> Part-Time	<b>Special:</b> Fixed Term Position
<b>Date Position Created:</b>	<b>Position Review date:</b>

## **ORGANISATIONAL ENVIRONMENT**

### **The Organisation**

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation which includes: Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

### **The Division/Department**

The Museums Division cares for, researches and interprets the Association's museum collection comprising some 150,000 items. It presents a variety of public programs — exhibitions, education programs, guided tours, interpretive activities and other events associated with the heritage of the Ballarat region.

The Collections and Research Department's primary purpose is to collect, conserve, research, and interpret the significance of gold mining and the changes wrought by it in Ballarat's social, cultural, economic, political and technological heritage. In doing so, the Sovereign Hill Museums Association is a significant heritage resource in the networks across Victoria and regional Australia.

The majority of the Association's museum collection is housed at the modern Gold Museum Collections Centre, which also holds the collections of partner organisations, most importantly the Ballarat Historical Society. The Gold Museum's resources and functions are integrated with the Sovereign Hill Outdoor Museum and Narmbool pastoral property.

## **ORGANISATIONAL CHARTER**

### **Purpose**

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the Central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

### **Mission**

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

## Values

### **Safety**

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

### **Service**

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

### **Respect**

We will act with respect and free from any form of discrimination in what we say and do.

### **Integrity**

We will act in accordance with international and national codes of ethical practice for museums.

### **Responsibility**

We will be a socially and environmentally responsible business and employer.

### **Sustainability**

We will safeguard our financial viability and independence by using our resources efficiently and effectively.

<b>PRIMARY ROLE</b>
The Education and Public Program Officer will develop, deliver and evaluate museum education programs at the Gold Museum, as well as work with the Gold Museum team to develop, deliver and evaluate engaging and innovative public programs associated with the exhibition, research and collecting programs.

<b>WORKS CLOSELY WITH</b>
<ul style="list-style-type: none"> <li>• Gold Museum Manager/Senior Curator</li> <li>• Director Museums</li> <li>• Education Team Leaders</li> <li>• Education Officers</li> <li>• Booking Officers</li> <li>• Casual Relief Teachers</li> <li>• External Teachers</li> <li>• Curator</li> <li>• Historian</li> <li>• Collection Manager</li> <li>• Retail Triangle team</li> </ul>

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>Key result area</b>	<b>Major activities</b>
Education	<ul style="list-style-type: none"> <li>• Liaise with schools (K-12), tertiary education institutions, community groups, professional and industry organisations etc., in developing and delivering the Gold Museum's education programs and related activities</li> <li>• Develop, deliver and evaluate targeted education programs, encompassing education events and education visits, to cater for students and teachers from pre-school through to primary, secondary and tertiary education sectors for the Gold Museum</li> <li>• Develop and deliver professional learning programs for peers and other educators, and on occasion, staff learning/development programs</li> <li>• Contribute to the marketing of education programs, including promotional brochures and online platforms; coordinate distribution of materials within the education sector</li> <li>• Research, write and develop high quality education resources and interpretive materials able to be delivered as program support materials and self-guided teacher resources</li> <li>• Provide advice on educational needs and program effectiveness and to prepare correspondence and submissions on matters relating to the education program</li> <li>• Participate in the evaluation and strategic planning of education programs and activities relating to the Gold Museum's collection assets</li> </ul>
Public Programs	<ul style="list-style-type: none"> <li>• Proactively identify opportunities for the development and delivery of formal and informal learning opportunities which increase visitation and audience engagement</li> <li>• Contribute to the planning and delivery of holiday programs and discovery trails utilising the exhibitions and collections of the Gold Museum</li> <li>• Contribute to the planning and delivery of targeted programs for specific audiences as determined in collaboration with the Gold Museum team</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Work cohesively with all team members</li> <li>• Participate in the induction, training and mentoring of new &amp; existing staff members and volunteers as required</li> <li>• Contribute to the enhancement of staff knowledge and skills</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Undertake the responsibility of the position to:               <ul style="list-style-type: none"> <li>➢ SHMA policies and procedures</li> <li>➢ The Sovereign Hill Code of Conduct</li> <li>➢ Sovereign Hill Workplace Safety Rules</li> <li>➢ Equal Opportunity and anti-discrimination legislation and requirements</li> <li>➢ Occupational Health and Safety (OH&amp;S) legislation and requirements</li> </ul> </li> <li>• Participate in annual performance reviews, meetings and staff training and professional development as and when required</li> <li>• Help foster a culture which values safety as primary consideration in all activities</li> <li>• Participate in, and promote staff participation in, organisation events and promotional activities as required</li> <li>• Perform other relevant duties as required</li> </ul>

**KEY SELECTION CRITERIA**

- Demonstrated extensive experience in education and visitor programs in a museum or similar institution.
- Excellent teaching skills and demonstrated experience in the development and provision of innovative programs and activities for various ages and skill levels that capture the visitor's imagination and communicate key messages to an audience.
- Demonstrated ability to initiate, develop and deliver education programs and resources in a museum environment
- Sound knowledge and understanding of Victorian school curricula and current developments in the education sector
- Effective time management skills with the ability to prioritise tasks and meet deadlines
- Excellent written and verbal communication skills
- Capacity to work effectively and harmoniously in teams
- Relevant computer skills and experience in effective use of digital technologies in educational setting

**QUALIFICATIONS**

- Relevant teaching qualifications and/or demonstrated experience
- Tertiary qualifications in history, heritage, fine arts, museum studies, human studies, cultural studies or related disciplines

**REQUIRED LICENCES/CERTIFICATES**

- Working with Children check
- Police check

**OTHER**

- Must be eligible to work in Australia

**EMPLOYER'S APPROVAL OF POSITION DESCRIPTION**
Brett Dunlop

Director Museums

Signature

Date of approval

Mark Karlovic

Head People, Performance &amp; Legal

Signature

Date of approval

**EMPLOYEE'S ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date