Position Title | Exhibitions and Education Officer
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Position No | 10357
Directorate | Corporate and Community Services
Division | Arts & Culture
Work Location | Gladstone Art Gallery and Museum
Position Status | Permanent Part Time
Classification Level | Level C
Employment Conditions | 2012 Gladstone Regional Council Certified Agreement
Award | Queensland Local Government Officer's Award 1998
Reporting Lines | Curator Art Gallery and Museum | Position No. | 10049
| Manager Arts and Culture | Position No. | 10921

**PART A**

**POSITION'S PURPOSE**

The purpose of this position is to support the operations and staff of the Art Gallery and Museum, through the effective development, promotion and administration of the exhibitions and education programs.

**POSITION'S RESPONSIBILITIES**

- Provide project management and administration support for the exhibition program.
- Assist with the management of the Art Gallery and Museum's cultural and heritage collections.
- Research, develop and implement education programs and resources.
- Assist with delivery of an engaging, relevant, and effective schools educational program.
- Secure and monitor school and other group tour bookings.
- Assist in the development of appropriate community and cultural outreach programs (including workshop programs).
- Assist in the ongoing development of an Education Plan and budget for the Gallery & Museum.
- Provide up to date information to the public, art groups and artists, relating to the public education program and Art Gallery and Museum event schedules.
- Coordinate the presentation of the annual Golding Showcase and Martin Hanson Memorial Art Awards.
- Establish and maintain positive relationships and partnerships with external groups and patrons.
- Schedule and supervise Art Gallery and Museum volunteers during installation and demount of exhibitions.

**ESSENTIAL CRITERIA FOR EMPLOYMENT INTO THE ROLE**

1. Sound knowledge and demonstrated experience in exhibition programming, coordination and evaluation relative to an Arts environment.
2. Strong interpersonal, negotiation and communication (verbal and written English) skills, to effectively liaise with employees and internal and external stakeholders.
3. Time management, prioritisation and planning skills to complete tasks and meet deadlines.
4. Experience using Microsoft Office Suite.
5. Legally able to drive a motor vehicle in Queensland.

**MANDATORY COMPONENTS OF THE ROLE**

*Mandatory for the position at Council and training will be provided if required.*

1. Knowledge of national curriculum and school based education programs.
2. Understanding of digital marketing, social media, and the World Wide Web, relative to educational program research and delivery.
3. Operate Council's corporate business systems.

**WORK ENVIRONMENT and PHYSICAL DEMANDS**

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low level physical tasks which may include manual handling, bending, kneeling, climbing, twisting, squatting and lifting.
ORGANISATIONAL RELATIONSHIPS and EXTENT OF AUTHORITY

- This position works under general supervision;
- Operate as a member of a professional team;
- Freedom to act within defined established practices;
- Problems can usually be solved by reference to procedures, documented methods and instructions;
- Assistance is available when problems occur.

PART B

EMPLOYEE RESPONSIBILITIES

- Understand the requirements and expectations of your role; how it contributes to the purpose of Gladstone Regional Council and where your position sits in the Organisation’s chain of command.
- Demonstrate Council’s values and comply with Council’s Customer Service Charter.
- Maintain confidentiality and be responsible and accountable for your own professional behaviour at work in accordance to the Code of Conduct.
- Be responsible for the quality and quantity of production of your work according to Council’s requirements, your PD and duty statement.
- Attend all coordinated, mandatory training sessions.
- Provide assistance to other GRC employees as required.
- Comply with Work, Health and Safety Act 2011, with particular emphasis on Section 17 “Management of Risks” and Section 28 “Duties of Workers”.
- Report workplace health and safety concerns and incidents to your Supervisor or log all incidents into Council’s safety system LOGOSS and report suspected or confirmed breaches to your direct Supervisor.
- Treat all co-workers with respect and courtesy regardless of their race, colour or creed.

PART C: SIGN OFF

POSITION APPROVAL

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<tr>
<th>Approved by</th>
<th>Director Corporate and Community</th>
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<td>Revised Date</td>
<td>27 November 2015</td>
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Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators.

This position description is not a duty statement and is subject to change from time to time as the position and organisations operations may alter or restructure. Any such re-organisation of duties shall be the subject of discussion with the incumbent. The position description has been developed to provide an overall indication of the position and the type of work performed at this classification. A task list may be provided to the incumbent by their Supervisor that further details specific tasks required of the position.