



McClelland

“A place for inspiring experiences of culture, education, environment and community”



Position Description – EDUCATION AND PROGRAM MANAGER

Application deadline: Midnight 30 June, 2019

Primary focus of position:

The Education & Program Manager is responsible for developing and managing an annual program of educational and public programs related to the McClelland’s exhibitions, collections and strategic objectives. The position has accountability for helping to achieve McClelland’s annual visitation targets, by strategically targeting audiences with specific needs and interests who may not otherwise attend McClelland.

McClelland’s educational and public program offerings include school education programs, short courses, open days, exhibition openings and special events. The Education & Program Manager is responsible for ensuring that all programs are of a high standard, strategically focussed and designed with the needs of audiences in mind. The Manager will, from time to time, be required to take direct responsibility for the implementation and delivery of programs.

The Education & Program Manager is responsible for administration of the Education & Program staff, including preparation of budgets, financial management, strategic planning, policy development, and supervision of staff. As a member of the Leadership Team, the Education & Program Manager takes a lead role in supporting delivery of McClelland’s strategic objectives and promoting McClelland’s values internally and externally.

The position will be based at McClelland, 390 McClelland Drive Langwarrin 3910



Reports to: Director, McClelland

Special Conditions: Weekend and after hour's work will be required for opening events, educational programming and events throughout the year.

Hours of Duty: Normal working hours are generally 37.5 hours per week over five days, 9.00am to 5.00pm, with a 30 min lunch break per day. There will be occasions where work will need to be completed outside the normal working hours these hours may alter normal working hours.

Salary: Salary circa \$80,000 inclusive of 9.5% superannuation, on a 3 year contract with 6mth probation period.

Other Information: The successful applicant will be required to undergo security clearances performed by the Australian Federal Police, Working with Children Check, Workplace and OH&S inductions; and McClelland is an Equal Opportunity Employer and operates a smoke-free work environment.

McClelland welcomes applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with a disability. If you have individual requirements that need to be accommodated to participate in the selection process and join McClelland, please indicate this in your application.

McClelland's Mission

To promote public understanding, education and the experience of sculpture and contemporary artistic practice in an Australian bushland environment.

McClelland's Vision

To be an internationally recognised open-air art institution that celebrates the value of creative practice through its connection to the natural environment.

What McClelland Values

- Artistic and scholastic rigour in all projects and learning programs;
- Respect for Australia's First Nations People, their country and waters;
- Space and time for contemplation beyond our everyday life;
- The opportunity to promote and embed positive experiences and access for all people, irrespective of age, mobility and ethnicity, and through valuing our cultural differences;
- Ethical innovation that promotes considered and high quality experiences across our four central tenets: culture, education, environment and community;
- Financial success that continues to see McClelland flourish in a prudent way, reflecting McClelland's significant place as a cultural asset of great value in Australian art history.

What McClelland Offers

A unique, discovery based experience of iconic Australian art and sculpture in an open-air environment within a safe and welcoming setting for all people



Duties and Responsibilities

Key Accountability	Tasks
Active Participation	<ul style="list-style-type: none"> • Drive the development and delivery of education programs for a range of audiences, including both students and teachers; • Work with individuals both external to McClelland and on staff to prepare, manage and deliver McClelland’s education programs, ensuring they meet the needs of schools and students; • Strategically develop relationships with schools and educational not- for-profit organisations to diversify McClelland’s audience, ensuring that our education programs are available to children, young people and teachers who may not otherwise readily have access to public arts institutions; • Ensure that data and statistical records are appropriately captured to measure the impact of McClelland’s education programs on participants and for reporting purposes; • Manage relationships with the Department of Education and Early Childhood Development, and other key stakeholders; • Devise and implement targeted education programs to cater for students and teachers from pre-school through primary, secondary and tertiary education sectors; • Prepare, present and/or manage the delivery of education programs and events, including talks, tours, workshops and professional development sessions, and related resources; • Manage a dedicated team of education volunteers, taking responsibility for their recruitment, training; • Manage and account for the education budget; • Provide timely and appropriate information about programs and planning in support of funding applications and acquittals for education; • Maintain vigilance and enforce regulations governing the protection and security of works of art; • Liaise and collaborate with colleagues and volunteers across the organisation and with colleagues externally to collaborate where possible; • Assist with the development of and manage the overall delivery of public programs at McClelland. • Work within a small, busy and dynamic team and lend support across diverse roles as the need arises.
Strategic Plan	<ul style="list-style-type: none"> • Deliver strategic initiatives and activities outlined in McClelland’s Strategic Plan
OHS	<ul style="list-style-type: none"> • Maintain a clean and safe workplace for staff, contractors, volunteers and visitors; • Report and assist with the rectification of issues of concern such as hazards and risks; • Adhere to McClelland’s Policies and Procedures;



Knowledge and experience	<ul style="list-style-type: none">• Understanding of and an interest in the arts industry• Experience as an arts educator;• Experience in using Microsoft Office, Excel and Powerpoint, Adobe Creative suite;
Key Selection Criteria	<ul style="list-style-type: none">• Demonstrated understanding of Victorian curricula and experience of classroom teaching in the visual arts, with a particular interest in the environmental arts programming, horticulture and Indigenous education initiatives;• Demonstrated experience in developing imaginative and inspiring visual arts education programs and their successful delivery;• Demonstrated experience in educational and public program event administration;• High level written and verbal communication skills in the field of visual arts education;• Expert knowledge of the history of Australian modern and contemporary art;• Excellent organisational skills, flexibility and the capacity to work independently and under instruction;• Excellent interpersonal skills and ability to liaise with a wide variety of stakeholders, including people of all ages, abilities and learning styles;• Prior experience working in a similar role in a museum or public art gallery will be viewed favorably.
KPIs	<ul style="list-style-type: none">• Develop, oversee and manage the successful production and programming of McClelland's education and public programs;• Education and Public Programs are to delivered efficiently and within budget to a growing participant base;• Facilitating high quality, authentic and engaging learning experiences to a diverse range of participants of all abilities;



To Apply

Enquiries to Lisa Byrne, Director
03 9789 1671

Applications must be submitted by email to:

Susie Raven, Curator of Programs
susie.raven@mcclellandgallery.com
03 9789 1671

and should consist of:

*A current CV with two professional referees

*A cover letter (no more than 1 page)

*Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 3 pages)

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