



## McClelland Sculpture Park+Gallery

*"A place for inspiring experiences of culture, education, environment and community"*



### **First Nations Education and Programs Coordinator**

**Application deadline:** Sunday 24 January 2021 11:59pm AEDT time. Please note that interviews will be arranged for the first fortnight of February 2021.

#### **Primary focus of position**

This is a newly created fixed-term role. The First Nations Education and Programs Coordinator will support and contribute to the research, development and delivery of education and public programs at McClelland, with a focus on First Nations content. The key priority of the position is the development, implementation and delivery of the funded education initiative *Encounters*, an education program addressing the cross-curriculum priority Aboriginal and Torres Strait Islander Histories and Cultures in an art and bushland context, for middle and upper primary school students. The role will also contribute to the audience development and to the conception, coordination and presentation of other education and public programs as well as community engagement initiatives related to McClelland's exhibitions, collections and strategic objectives.

It is expected that the successful candidate will establish and further strong and productive relationships between McClelland and a range of Indigenous organisations and community

members. This role is also responsible for ensuring that all programs are of a high standard, strategically focussed and designed with the needs of audiences in mind.

This role works in close collaboration with, and reports to, the Education and Programs Manager, and works collaboratively with the Director, the Curator of Engagement and Outreach and extended team at McClelland. The position will be primarily based at McClelland, 390 McClelland Drive Langwarrin 3910. This position may require the delivery of outreach programs and travel to the local Frankston area and other places in Victoria from time to time.

## **POSITION DESCRIPTION**

**Salary:** \$72,000 pro rata inc. superannuation (part-time 0.6 FTE; 3 days, 22.5 hours per week).

**Contract:** Initial 12-month fixed term.

Commencing early 2021 – starting date negotiable with the candidate.

**Conditions:** This is an **Aboriginal Designated Position**, classified under 'special measures' of section 12 of the **Equal Opportunity Act 2010**. **Only Aboriginal and Torres Strait Islander people are eligible to apply.**

**Reports to:** McClelland Education and Programs Manager

**Hours of duty:** Working hours are generally organised from Monday to Friday between 9.00am and 5.00pm, with a 30 min lunch break per day (unpaid). Some weekend and after hours' work will be required for education, public programming, and events throughout the year.

This role's days and hours of employment per week will be negotiated with the candidate upon offer of position.

**Other Information:** The successful applicant will be required to obtain and maintain a Working with Children Check and undertake all mandatory workplace and OH&S inductions. McClelland is an Equal Opportunity Employer and operates a smoke-free work environment.

### **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**

- Respect for Australia's First Nations People, their country and waters;
- Artistic and scholastic rigour in all projects and learning programs;
- 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.

## **Key responsibilities and duties**

### **Encounters Education Program**

- Support the development, coordination and implementation of the funded *Encounters* Education Program in accordance with all agreed program outcomes with funding bodies and including all related administrative tasks.
- Foster existing relationships and establish new relationships with creatives, partners, community members, academics and Koorie Education Support Officer at the Victorian Department of Education and Training.
- In close collaboration with the Curator of Engagement and Outreach, manage and liaise with all schools regarding program bookings and excursions at McClelland.
- Deliver and present the program on site, according to current public health advice, including set-up, pack-up and maintenance of material and venues when required.
- Organise and deliver outreach incursions in schools when required.
- Organise professional development sessions for teachers and educators on a range of subjects relative to the cross-curriculum priorities.
- Ensure that data and statistical records are appropriately captured to measure the impact of the Encounters education programs on participants and for reporting purposes.

### **General Education & Public Programs**

- Support the development of education programs for a range of audiences, including both students and teachers, ensuring they meet the needs of schools and students and that our education programs are available to children, young people and teachers who may not otherwise readily have access to public arts institutions.
- Deliver punctual face-to-face education tours or workshops, including set-up and pack-up when required.
- Work with individuals both external to McClelland and on staff to prepare and deliver McClelland's education programs.
- Facilitate the delivery of other public programs, events and initiatives, including supporting the delivery of artist-led talks and workshops, opening events, exhibition and collection-related programs during the week and after hours and/or on weekend when required from time-to-time.
- Assist in preparing funding submissions for exhibitions and projects which are specifically First Nations focused, draft budgets, monitor expenditure, prepare reports.

### **Organisational and behavioural responsibilities**

- Work within a small, busy and dynamic team, undertake other duties as directed (within the employee's skills and training) and lend support across diverse roles as the need arises.
- Develop and maintain successful working internal and external relationships and deliver a high level of customer service to all audiences and external stakeholders.
- Maintain clear communication with all staff, apply the highest ethical standards and confidentiality in dealing with our audience and each other.
- Develop individual skills and knowledge that will better serve our audience.

### **Occupational Health & Safety/Risk Management**

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practices.
- Work within Occupational Health & Safety Acts, Regulations, Codes of Practice and adhere to all McClelland's Policies and Procedures.

- Ensure McClelland's Risk Management Policy & Procedures are observed and complied with.

## **Key Selection Criteria**

### **Essential**

- Demonstrated interest in the arts industry and experience in classroom teaching and/or in an arts and cultural context.
- Demonstrated experience in developing and successfully delivering imaginative and inspiring visual arts education programs, with a particular interest in the environmental arts programming and First Nations education initiatives.
- Demonstrated experience working with Aboriginal and Torres Strait Islander communities and the ability to establish and foster meaningful and respectful relationships with a range of organisations and community members.
- Excellent organisational and administration skills, flexibility, and the capacity to work independently and under instruction.
- Excellent interpersonal skills and ability to engage with, and deliver programs to, a range of audiences and to liaise with a wide variety of stakeholders, including people of all ages, abilities and learning styles.

### **Desirable**

Prior experience working in a museum or a public art gallery will be viewed favourably.

### **To Apply**

Applications must be submitted to the attention of Marie Allaman, Education and Programs Manager, preferably by email at [marie.allaman@mcclellandgallery.com](mailto:marie.allaman@mcclellandgallery.com)

Or Att: Marie Allaman

McClelland Sculpture Park+Gallery

390 McClelland Drive

Langwarrin VIC 3910

Application should include:

\*A current CV with two professional referees

\*A cover letter addressing the key responsibilities outlined in the position description

\*Responses to the Key Selection Criteria demonstrating relevant examples of experience

Confidential telephone conversations to discuss this role can be arranged with the Education and Programs Manager at [marie.allaman@mcclellandgallery.com](mailto:marie.allaman@mcclellandgallery.com) (Please note, Marie will be out of the office from 24 December 2020 until Monday 11 January 2021.)

**Application deadline:** Sunday 24 January 11:59pm AEDT time.

The interviews are expected to take place at McClelland during the first fortnight of February 2021. 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.

**Last updated:** December 2020