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## McClelland Sculpture Park+Gallery

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

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### Position description

### Learning and Engagement Officer

### Remuneration package:

**Salary of \$72 000** pro-rata per annum, includes superannuation.

This is an initial 12-month contract, part-time 0.6 EFT (3 months' probation)

### 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). Preferred days for this role would be from Wednesday to Friday. Out of hours work from time to time according to programming will be negotiated. This role's days and hours of employment per week will be negotiated with the candidate upon offer of position.

### 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 we value

- Artistic 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 difference;
- 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 and sustainable way, reflecting McClelland's significant place as a large cultural asset of great value in Australian art history.

### What we offer

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

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## Position objective

To work as an active and constructive team member at McClelland Sculpture Park+Gallery as the **Learning and Engagement Officer**. In consultation with the Education and Programs Manager, the **Learning and Engagement Officer** will be responsible for supporting the delivery and coordination of McClelland's programs and engaging with diverse audiences through a wide range of educational experiences.

McClelland's program offerings include pre-school and school education programs, public programs, community engagement initiatives and special events. Our programs are designed to inspire wonder and curiosity and to develop visual arts appreciation, critical thinking, and creative practice through a variety of cultural and creative experiences, for all ages and backgrounds.

Reporting to the Education and Programs Manager, the key focus of this role will be the development and face-to-face delivery of the program for early learners, Senses. The Senses program, primarily designed for 4-5 year old kindergarten children, aligns with the Victorian Early Years Learning and Development Framework and introduces creative learning experiences in a natural bushland environment. Additionally, this role will provide ongoing administration and program coordination support to the Education and Programs team and be involved in working to develop and strengthen Schools' engagement with McClelland.

The candidate will have experience and confidence working with young children and minors and will demonstrate knowledge of, and commitment to, child safety. This role also requires skills in the face-to-face delivery of programs as well as the development and administration of educational programs.

## Key responsibilities

- Face-to-face presentation: Delivering high-quality programs for kindergarten booked groups primarily, and other educational booked groups when needed
- Program development: Preparing written and well-designed, age-specific and accessible materials and resources to be used in the delivery of the programs, and in particular the Senses program.
- Program coordination: Preparing rooms and maintaining spaces for the arrival of groups, and packing down at the conclusion of educational group visits; maintaining required material and equipment and liaising with the team when supplies are required
- Engagement: Proactively engaging the local educational institutions and organisations in conjunction with colleagues, in order that set targets are met for the delivery of educational programs; preparing program collateral and educational promotions (such as e-newsletter, brochure...) when needed
- Evaluation and report: Collating data and all required information for reporting purposes and maintaining updated records on all education programs; supporting the development of the evaluation framework for education and learning programs, and the Senses program in particular, and completing reports when required
- Administration: Administrating bookings and responding to enquiries for the full suite of McClelland's educational programs
- Other duties: as part of the Education and Programs team, assist with the delivery of public programs and events for children and families, and other initiatives as needed.

## **Key selection criteria**

- A strong interest and demonstrated experience in working with children, especially early learners, in an artistic, cultural or teaching context.
- A strong interest for art and nature and an ability to confidently deliver programs with art and nature as key themes. Prior experience in a cultural organisation would be helpful but not essential.
- Excellent communication skills and the ability to work respectfully with people of diverse backgrounds, ages and learning abilities, maintaining a safe and welcoming environment for all.
- Knowledge of current Child Safe standards and a will to keep updated on all standards and policies relative to working with children. A strong commitment to children's safety and wellbeing in all developed and delivered activities and everyday practice.
- Ability to work independently with minimal supervision in some instances, as well as part of a busy and active team, taking direction from the Education and Programs Manager. Ability to be proactive, and help solve problems as they arise.
- Strong computer skills, an eye for detail, and the ability to develop high quality educational resources and printed materials. Experience in using graphic design software will be looked upon favourably but is not essential.
- A current Working with Children Check (Employee) is required for this position and should be obtained prior to commencing the role. This role also requires obtaining and maintaining First Aid qualifications (training can be organised by McClelland).

## **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, especially with the marketing of educational programs.
- 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 McClelland's audience.

## **Occupational Health & Safety, and 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 and Procedures are observed and complied with.

## Organisational Relationships

<b>Reports to:</b>	Education and Programs Manager, McClelland
<b>Supervises:</b>	Nil
<b>Internal contacts:</b>	All staff, volunteers
<b>External contacts:</b>	McClelland visitors, including students of all ages; Educational partners; Teachers and other education professionals; Local Government authorities; State and federal bodies; Professional arts networks and organisations; Artists; Specialist agencies; McClelland Circle, Members and Patrons

## To Apply

Applications must be submitted to the attention of Marie Allaman, Education and Programs Manager, **preferably by email** to [marie.allaman@mcclellandgallery.com](mailto:marie.allaman@mcclellandgallery.com)  
Or by post to: Marie Allaman, McClelland Sculpture Park+Gallery, 390 McClelland Drive, Langwarrin VIC 3910

Application should include:

- ❖ A current CV with the contact details of 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 (the key selection criteria can be presented in the cover letter or separately).

Confidential telephone conversations to discuss this role can be arranged with the Education and Programs Manager. Please arrange this via email at the above address.

**Application deadline:** Sunday 25th April, 11:59PM AEST.

Interviews for this position are expected to take place at McClelland during the first week of May. 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: March 2021**