

Learning and Engagement Coordinator (Parental leave cover)

Position, Location and Terms

<i>Location</i>	10 Captains Lane, Fremantle, WA
<i>Terms</i>	1 year contract with possibility of extension 30 hours per week, Monday – Thursday
<i>Package</i>	\$38.46 – \$43.59 p/h or approx. \$75,000 - \$85,000 (pro rata) depending on qualifications and experience Plus 10.5% Superannuation and 17.5% Leave Loading
<i>Responsible to</i>	Executive Director
<i>Responsible for</i>	Interns/volunteers
<i>Start Date</i>	September 2022

About Us

ART ON THE MOVE (AOTM) is Western Australia's only organisation dedicated to touring visual art exhibitions throughout the regions, interstate and beyond. Our work facilitates connections between art and place, bringing together and inspiring diverse communities. In addition to our core program of touring exhibitions and engagement, we also support the arts sector through advocacy, capacity building and opportunities for creative and professional development.

Purpose of Role

The Learning and Engagement coordinator works with the ART ON THE MOVE team, stakeholders and investors to develop, implement and evaluate learning and community engagement programs that speak to AOTM's touring exhibitions. The programs will create inspiring pathways for participation and learning that connect new and potential audiences in appropriate, meaningful, fun and creative ways.

Internal Relationships

- Executive Director
- All ART ON THE MOVE team
- Casual staff
- Interns
- Volunteers
- Board Members

External Relationships

- Artists/Curators/Creative teams
- ART ON THE MOVE members
- Regional, state and interstate venues
- Arts and Culture organisations
- Local, state and national government bodies
- Community groups
- Audiences

Key Accountabilities

- Work collaboratively with the ART ON THE MOVE team to develop a range of learning and engagement resources to inspire and engage a range of audiences, linking to the themes and creative practices represented through each ART ON THE MOVE exhibition;
- Develop innovative and creative public programs and workshops around particular exhibitions or in response to themes relevant to touring exhibitions and local communities;
- Liaise with gallery venues to support their audience development aspirations in accordance with AOTM policies, procedures and objectives;
- Explore, develop and deliver learning, professional development and engagement programs using appropriate methods of delivery (i.e. direct, partnership, collaborations);

- Manage intern and volunteers to deliver formal and informal learning activities in order to build organisational and sectorial capacity;
- Develop, implement and monitor evaluation of all programs with appropriate measurable data to ensure programs are meeting business, customer and investors targets and aspirations;
- Utilise evaluation data to set targets and inform future learning and professional development programs;
- Collaborate with ART ON THE MOVE staff to develop an effective communication and PR plan for all learning and engagement activity;
- Ability to manage and evaluate projects including working with conflicting priorities, timelines and able to work under pressure;
- To manage, monitor and acquit budgets in accordance with project plans, policies and procedures and seek appropriate funds to deliver projects and programs; and
- Represent ART ON THE MOVE on external educational/community engagement bodies in order to build on existing relationships to establish a network of useful and productive partnerships promoting ART ON THE MOVE as a valuable source for learning and engagement.

Additional Responsibilities

- To undertake appropriate administrative tasks;
- To attend relevant meetings;
- To undertake any necessary training and/or development;
- To maintain safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation;
- The post holder will be expected to do some regional travel, evening and weekend work;
- Any other duties, which may arise commensurate with the grade of the post as directed by the Executive Director.

Key Job Competencies

- Knowledge of current trends in, the ability to apply innovative approaches to, and an understanding of the role of audience and community engagement in, gallery and/or cultural development;
- Understanding of learning and engagement principles and practices;
- Demonstrated understanding and experience of broad based arts management;
- Demonstrated understanding and experience of the technical and production requirements associated with multi-artform projects and programs;
- Experience of working within an arts funding environment;
- Demonstrated experience in cultural stakeholder management and communication;
- Experience of working within a regional setting (desirable); and
- Self-motivated, can-do attitude with a results-driven approach.

General Competencies

- High level interpersonal, verbal and written skills;
- Ethical character, with a strong understanding of, and adherence to confidentiality;
- A consultative team building style;
- High level organisational and project management skills to achieve goals within agreed timelines;
- Strong budget management skills;
- Sound computer skills to support the position;
- Well-developed problem solving skills;
- Ability to participate and contribute in a team environment but also work independently;
- An ability to understand and commit to ART ON THE MOVE policies and procedures.

Person Specifics

- Tertiary degree in arts, education, community development or equivalent;
- Demonstrated experience working in arts education or arts and community setting;
- Experience working in non-profit cultural sector or similar;
- Understanding and experience of developing and producing learning materials;
- Demonstrated innovation and creativity in program delivery;
- Demonstrated understanding of and commitment to principles of access, inclusivity and cultural safety;
- Excellent interpersonal and verbal communication skills including influencing, advocacy, negotiation and conflict resolution;
- Working in an art gallery setting (desirable);
- Networks within the WA education and arts sector (desirable).

Special Conditions

- Meet occupational safety and health, equal opportunity and other legislative requirements in accordance with the parameters of the position.
- A current National Police Certificate will be required prior to commencement of employment.
- A Working with Children Clearance (WWCC).

Our values

ART ON THE MOVE advocates for a healthy organisation culture that values its people, its purpose and its responsibility to our sector and profession. This is expressed through our values and in the way we do our business.

People from diverse backgrounds are strongly encouraged to apply for this role, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, and people with a disability.

To apply

Please submit an up-to-date Curriculum Vitae (listing referees) with a 1 -2 page letter detailing skills, experience and qualifications that equip you to perform in the role. Please note that the selection criteria do not need to be addressed individually.

Contact

For further information, please contact Executive Director Theo Costantino on director@artonthemove.art or (08) 9335 6011

Closing date

Applications close at **midnight Monday 22 August 2022** and should be emailed to admin@artonthemove.art