

NGUNUNGGULA

Retford Park
Southern Highlands
Regional Gallery

NGUNUNGGULA | NEW POSITION | CREATIVE LEARNING MANAGER

The Creative Learning Manager is tasked with the unique opportunity to build a visual arts education program from the ground up, attracting the students and teachers from some 48 schools and universities in the Southern Highlands region.

The person appointed to this exciting and evolving role will be responsible for developing dynamic, relevant public education programs. They will be responsible for creating an inclusive network of teachers and students connected through Ngununggula's creative program; engaging artists and facilitators in delivering innovative art experiences; and building the Gallery's digital resource library.

Reporting to the Director, the Creative Learning Manager will work closely with the Ngununggula team to deliver meaningful visual arts experiences and attract new audiences. Success in this role will require the appointee to be an excellent communicator, an inspiring and flexible thinker, capable, patient, and proud of their attention to detail. Above all, the Creative Learning Manager will champion arts education and embrace the growing ambition of Ngununggula, supporting its vision to be the centre of arts and culture for the region.

Ngununggula is a small and evolving institution in which everyone contributes. The successful candidate will be a team player who sees no job as too small, and who is happy to roll up their sleeves and become wholeheartedly involved. This position offers an excellent opportunity to contribute to, and be part of, the vibrant future of Ngununggula Regional Gallery.

ESSENTIAL CRITERIA:

- Tertiary qualifications in Education and/or equivalent experience in an Arts/Cultural organisation.
- Experience in the development, provision and evaluation of multidisciplinary education programs for primary, secondary and tertiary students.
- Experience in supervising staff and contractors, including artists and education facilitators.
- Experience in the development and maintenance of cross-sector partnerships with education and community facilities.
- Demonstrated experience in commitment to excellent customer service.
- High level communication skills (verbal and written).

EMPLOYMENT DETAILS:

Salary Package – Fulltime (35 Hours) \$75,000 + Superannuation

WORKING DAYS & HOURS:

Monday – Friday: 9am – 5pm

Additional: Ngununggula has a regular program of weekend and evening public events. The Creative Learning Manager must be available to work in addition to the contracted hours when required. Additional hours will be compensated as TIL or paid at an hourly rate.

APPLICATION:

To apply, please send your cover letter, resume, and responses to the essential criteria to the Ngununggula Director, Megan Monte – megan@ngununggula.com by the **COB Friday 6 December**

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Position Title	Creative Learning Manager
Salary	Fulltime \$75,000 + Superannuation
Division	Education Facilitators & Volunteers
Accountable to	Ngununggula Director

POSITION OVERVIEW

	<ul style="list-style-type: none">• To be an integral part of the gallery staff structure, program and community, while positively contributing to the direction and culture of Ngununggula.• To adhere to relevant legislation, standards and code of practice when undertaking all tasks and activities relating to the role and to advise the Director if they become aware of any changes.• To develop and deliver a dynamic education program for primary, secondary and tertiary students integrated with Ngununggula's cultural programs.• To work as part of the team to ensure the overall objectives of Ngununggula's Strategic Business Plan are met.• To help promote Ngununggula to the community as an efficient and responsive organisation.
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KEY DUTIES & RESPONSIBILITIES

	<ul style="list-style-type: none">• Develop, coordinate and deliver the education and public programs at Ngununggula.• Liaise pro-actively with teachers and artist-educators, building Ngununggula's network.• Manage administrative processes, such as school bookings (excursions/incursions), support communications and provide qualitative reports.• Work with artists to design and deliver programs.• Develop educational resources, including education kits and online content.• Provide training and supervision to casual staff members.• Develop strategic partnerships across the education sector.• Work collaboratively with the Director to ensure cohesion throughout the entire program.• Ensure all programs and events are created with access, equality and inclusion in mind.• Work collaboratively with local teachers to ensure successful curriculum links are established within the program.
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PERFORMANCE STANDARDS

The completion of performance reviews and training plans as required including:

- First Aid (and CPR)
- RSA (Responsible Service of Alcohol)
- Safe Operating Training of Plant and Equipment (as required)
- Working with Children Check

KNOWLEDGE AND QUALIFICATIONS

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