

Position Description -

Position details

Position title
Site

Education Assistant
SAM - 530 Wyndham Street , Shepparton, VIC
3630, Australia

Team/department
Employment status

Casual

Reporting relationships

Reports to
Review managed by

Gabriella Calandro - Head of Engagement
Gabriella Calandro - Head of Engagement

Position purpose

Position purpose

The Education Assistant (Casual) helps the Education Coordinator and the Engagement team to plan, coordinate and deliver curriculum lead education programs and other engagement activities for the Shepparton Art Museum.

SAM's educational programs are developed to support Victorian and Federal curriculum outcomes in the museum by engaging with SAM's exhibition program, art collection, and building.

The Education Assistant will have an education background with experience working in a classroom setting including delivering curriculum focussed classes and managing classroom behaviour.

This Position Description is intended as a guide to the performance of the role and is not an exhaustive list of everything you are required to do when carrying out your duties. In addition to the Accountabilities and KPI's detailed below, you may be required to perform additional duties that are considered within your role and skill level.

Accountabilities and key performance indicators (KPIs)

Accountability
Education Program

KPIs

- Provide support for the Education Coordinator across all programs including school tours and workshops, scheduled after-school programs.
- Assists and leads education programs for both in person and online delivery including a roster of workshops, talks, tours, lectures, and special events focused on curriculum lead outcomes.
- Assists and liaises with arts workers and artists in class preparation and pack down
- Acts as an advocate and champion for the SAM brand in the community.
- Assist Engagement staff with administrative tasks.
- Assists Engagement staff in the maintenance of the SAM workshop.

Key internal and external stakeholders

Stakeholder
Direct Manager

Purpose of communication
Communicate any problems or concerns, report on activities and results

SAM Colleagues

Work together as a team to deliver on SAM's goals, and to seek information for internal requirements

External Contractors & Suppliers

Work alongside and support where required to deliver on SAM's activities

Patrons to the Gallery

Provide exceptional customer care and service

Selection criteria

Qualifications

- Bachelor degree in education with practical experience working in a classroom setting and managing students.

Experience

- Knowledge of a range of art materials and art making techniques
- Practical experience working with children and other young people.
- Understanding of regional arts communities, including Shepparton and the Goulburn Valley
- Experience and application of quality customer service.
- Experience in working with children from diverse cultural backgrounds.
- Interest in the arts with experience delivering art programs or participating in engaging arts focused programming.

Capabilities

- The ability to manage time and be self-motivated.