

POSITION DESCRIPTION

Education & Program Manager

Primary focus of position:

The Education & Program Manager is responsible for developing and managing an annual program of educational and public programs related to the Museum's exhibitions, collections and strategic objectives. The position has accountability for helping to achieve the Museum's annual visitation targets, by strategically targeting audiences with specific needs and interests who may not otherwise attend the Museum as general visitors.

The Museum's educational and public program offerings include school education programs, short courses, open days, exhibition openings and special events. The Education & Program Manager is responsible for ensuring that all programs are of a high standard, strategically focussed and designed with the needs of audiences in mind. The Manager may, from time to time, be required to take direct responsibility for the implementation and delivery of programs.

The Education & Program Manager is responsible for administration of the Education & Program Team, including preparation of budgets, financial management, strategic planning, policy development, and supervision, development and performance management of staff. As a member of the Leadership Team, the Education & Program Manager takes a lead role in supporting delivery of the Museum's strategic objectives and promoting the Museum's values internally and externally.

Reports to: Director

Responsible for: Senior Education Coordinator, Programs and Events Coordinator and Community Education Coordinator

Volunteers supporting the planning and delivery of programs

Hours: Part time (0.6 – ie 22.8 hours per week)

Duration: This is an ongoing position, commencing in June 2019

Key responsibilities and tasks:

KEY RESULT AREA	TASKS
1. Program development, planning and delivery	<ul style="list-style-type: none">• Develop and oversee implementation of an annual plan for the delivery of educational and public programs in accordance with the Museum's Strategic Plan• Identify opportunities for the development of tailored educational programs for specific audiences and niche markets, including students, teachers, community groups, businesses and professional bodies• Ensure that programs are based on sound learning and engagement principles, are designed to meet the needs and interests of diverse and targeted audiences, and express the Museum's brand strategy• Initiate and project manage special events and projects by scheduling work and coordinating teams working across different areas of the Museum• Perform the role of Program Coordinator, taking a hands-on role in coordinating and delivering specific programs as required
2. Partnerships and	<ul style="list-style-type: none">• Identify opportunities for the development of strategic programming partnerships with community, learning and other stakeholder groups;

KEY RESULT AREA	TASKS
stakeholder relations	initiate and manage the development and implementation of such programs
	<ul style="list-style-type: none"> • Liaise with colleagues at other museums and with community, learning, curriculum and other stakeholders to develop partnered programs and cross-promotional opportunities
3. Program marketing and evaluation	<ul style="list-style-type: none"> • Together with the Marketing & Communications Manager, ensure the development and implementation of marketing plans for individual program areas • Ensure that content for all programs are provided to Marketing & Communications Manager in accordance with an agreed schedule • Ensure that programs are evaluated to measure participant satisfaction and success against stated objectives, and for the purpose of reporting against high level Museum KPIs • Ensure that program evaluation findings, marketing and audience research data are incorporated into the development of programs
4. Team leadership and staff management	<ul style="list-style-type: none"> • Monitor implementation of work plans and development plans for individual team members, ensuring that team members complete assigned tasks within agreed timeframes • Give regular informal feedback to team members and undertake formal performance reviews • Establish and implement effective communication strategies within the team, and maintain a positive work environment to ensure that team members are productive and motivated
5. Administration and general organisational responsibility	<ul style="list-style-type: none"> • Ensure that all Museum policies, procedures and work practices are implemented and adhered to • Ensure all organisational reporting requirements are completed accurately and on time • Prepare and manage annual budgets for the Education and Programs team • Share relevant information with colleagues and contribute to effective internal communication • Seek opportunities to continually improve the delivery of products and services • Contribute to the preparation and acquittal of sponsorship, grant and other funding applications for Museum programs • Participate in regular Leadership Team meetings and contribute to organisational strategic planning and other initiatives as required

Selection criteria:

- At least 5 years experience in planning, delivering and evaluating museum education and public programs for general and targeted audiences
- A degree in museum studies, arts management, humanities, the arts, education or other area relevant to the role
- Sound understanding of Jewish culture, history and the Jewish community and knowledge of the Museum's collection
- Knowledge of community organisations, museums and other cultural institutions with potential for collaboration and partnerships with the Museum
- Demonstrated experience in planning and managing projects and budgets
- Demonstrated experience leading teams and managing performance
- Excellent written and verbal communications skills
- Excellent organisational skills and ability to set priorities, meet deadlines and achieve targets

- Proven ability to develop and manage relationships with internal and external stakeholders from a wide range of backgrounds

How to apply

Send a copy of your CV and a cover letter addressing the selection criteria to:

The Director
Jewish Museum of Australia
PO Box 117
St Kilda VIC 3182

or via email to director@jewishmuseum.com.au

Closing date for applications: Tuesday 21 May 2019

For any inquiries about the role, please contact the Director on (03) 8534 3630 or via the email address above.