

**Position Description**

**Education & Programs Producer**

**Reports to**  
**Responsible for**  
**Hours**  
**Salary**

Education & Programs Manager  
Education & Programs volunteers  
0.6 FTE  
Available upon request

At the Jewish Museum of Australia, we illuminate Jewish life. At the intersection of art and Jewish culture, our Museum is a place for all people to share in the Australian Jewish experience. Through a vibrant calendar of onsite and online experiences and events, the Jewish Museum is recognised as one of Australia’s leading community museums.

Celebrating global Jewish excellence and everydayness through an Australian prism, we inspire curiosity, conversation and play with engagement and connection at our heart. Guided by our strong belief in the power of museums to change lives, we create world-class exhibitions and programs that convey the stories of our diverse community and enhance social cohesion.

With the Jewish Museum’s much anticipated [MIRKA](#) exhibition to launch in early 2021 and the prospect of a major redevelopment on the horizon (as a part of the newly announced [Jewish Arts Quarter](#) in Elsternwick), this is an opportune moment to become a part of this dynamic organisation.

**Primary Focus**

We have an exciting opportunity for a creative and energetic Education & Programs Producer to join the team and play a key role in engaging learners of all ages and extending the Museum’s reach and impact.

Reporting to the Education & Programs Manager, the Education & Programs Producer will contribute to the development and coordination of audience-centric experiences for the Museum’s full arc of lifelong-learning – from kids, family and adult audiences to primary and secondary school programming. With onsite activities in this area currently impacted by COVID-19 restrictions, the Producer will be instrumental in strengthening the Museum’s digital capacities through the ideation of new educational opportunities, as well as being responsible for integrated end-to-end delivery, administration, training, evaluation and reporting to support program currency and facilitate ongoing improvement.

**Key Responsibilities**

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| <p><b>Program Development, Planning &amp; Delivery</b></p> | <ul style="list-style-type: none"> <li>▪ Oversee the development and implementation of Community Education programs that meet the needs and interests of diverse and targeted audiences, and express the Museum’s brand strategy and mission.</li> <li>▪ Contribute to the ideation and planning of Education programs associated with the Museum’s permanent and temporary exhibitions.</li> <li>▪ Ensure that educational programs reflect emerging trends and their application in the classroom.</li> </ul> |
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|   | <ul style="list-style-type: none"> <li>▪ Develop, produce and deliver accompanying resources for Education programs and other internal and partner programs; and undertake research activities and projects as necessary.</li> <li>▪ Maintain effective systems for planning, administration and documentation, working to best practice standards and high-quality outcomes.</li> </ul>   |
| <b>Partnership &amp; Stakeholder Relationships</b>          | <ul style="list-style-type: none"> <li>▪ Work collaboratively and ensure strong communication and liaison across the Education &amp; Programs department, the Museum team and external stakeholders.</li> <li>▪ Further develop strategic programming partnerships with community, learning and other stakeholder groups.</li> </ul>   |
| <b>Program Marketing &amp; Evaluation</b>                   | <ul style="list-style-type: none"> <li>▪ Provide support to the Marketing &amp; Communications department to develop and implement marketing plans for Educational programs.</li> <li>▪ Ensure that evaluation insights and findings are incorporated into program refinement, iteration and future improvements.</li> </ul>   |
| <b>Administration &amp; Organisational Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Prepare and input data into program budgets as required.</li> <li>▪ Support effective internal communications by sharing relevant information with colleagues in a timely and generous manner.</li> <li>▪ Seek opportunities to continually improve the delivery of programmatic products and services.</li> <li>▪ Ensure implementation of and adherence to all existing Museum policies, procedures and work practices.</li> <li>▪ Actively participate in regular Team meetings and contribute to a culture of creativity, excellence and innovation.</li> </ul> |

### Key Selection Criteria

- Degree in education, arts, or a related field.
- At least two years' experience in an education or programming role, with a strong knowledge of audience-led planning, delivery and evaluation of educational and community programming.
- Competence and confidence using platforms and tools relevant to application in learning settings, and the ability to incorporate virtual as well as physical technologies in the development and delivery of education programs.
- An understanding of and appreciation for Jewish history and culture and the diversity of Jewish experiences.
- Proven ability to manage and negotiate relationships with internal and external stakeholders from a range of backgrounds.
- Excellent written and verbal communication skills and attention to detail.
- Excellent organisational skills and ability to set priorities, meet deadlines and achieve targets.

### How to Apply

To apply for this position, please submit your CV and cover letter explaining your interest and suitability for this role and response to key selection criteria.

In your CV, for each position held:

- Briefly outline the scope of your role; and

- Clearly detail your personal achievements in the role.

Please include a list of potential referees at the end of your CV with full names and current positions, and a brief explanation of what insights they might offer on your background and skills. Referees will not be contacted without prior agreement.

### **Enquiries**

If you have any questions about this Position Description or would like to discuss any aspect of the role before submitting your application, please contact Jessica Bram, Director & CEO, on +61 3 8534 3630 for a confidential conversation.

**Applications should be submitted by email to [director@jewishmuseum.com.au](mailto:director@jewishmuseum.com.au)**

**The closing date for applications is Friday 30 October 2020.**