

## Position Description

## Program Facilitator

### Reports to

Education and Programs Officer

### Hours

Casual

### Salary

\$26.48 per hour (includes casual loading)

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 highly successful [MIRKA](#) exhibition in full swing 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 PURPOSE

The Jewish Museum of Australia and the Islamic Museum of Australia are delighted to announce the continuation of their award-winning program, Museums Together. The program works with students from the Islamic and Jewish communities, delivering educational workshops that focus on anti-racism, cultural identity, inclusivity and respect.

Reporting to the Education and Programs Officer, the Program Facilitator will assist in the delivery of six workshops facilitating art making, cultural literacy and interfaith understanding at three sites: the Jewish Museum of Australia, the Islamic Museum of Australia and the State Library of Victoria.

## PROGRAM DATES

The successful candidate must be able to commit to attending all training and program delivery sessions on the following dates:

### Training session, 3 hours:

- Tuesday 27 July

### Program delivery, onsite at Jewish Museum of Australia, 3 hours per session:

- Tuesday 3 August
- Wednesday 4 August

### Program delivery, onsite at Islamic Museum of Australia, 3 hours per session:

- Monday 2 August
- Monday 9 August

**Program delivery, onsite at the State Library of Victoria, 3 hours per session:**

- Tuesday 17 August
- Wednesday 18 August

**KEY RESPONSIBILITIES**

- Assist with venue set up, pack down and light cleaning duties.
- Assist with the management of the students when in the venue.
- Lead craft making activities in a group setting.
- Food handling and preparation.
- Liaise with teachers and staff members during the sessions.
- Bring an energetic, empathetic and open-minded attitude to each session.

**Administration & Organisational Responsibilities**

- Manage competing demands using effective time management skills.
- Support effective communications by sharing relevant information in a timely manner.
- Ensure implementation of, and adherence to, all existing Museum policies, procedures and work practices.
- Actively contribute to a culture of creativity, excellence and innovation.

**Other duties**

You may be required to perform additional duties that are incidental to your key duties.

**OHS AND RISK MANAGEMENT**

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction
- Cooperate with their employer
- Maintain and observe all current Health and Safety policies and procedures
- At all times, take reasonable care for their own health and safety and that of other persons that may be affected within the Workforce.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The Program Facilitator is accountable for:

- The quality of their work.
- Applying good interpersonal and communication skills when dealing with customers and other workers.
- Having a working knowledge of health and safety.
- Basic technical skills to perform the work.

The extent of authority for this position includes:

- Performing tasks under general supervision, exercising limited discretion within defined procedures.

The Program Facilitator is accountable to the Education and Program Officer for the achievement of goals and objectives established for the position.

## **SKILLS AND KNOWLEDGE REQUIRED**

Program Facilitator will possess the following knowledge and skills:

- Some conflict / behavioural management experience.
- Well developed customer service skills.
- Excellent verbal communication skills.
- Attention to detail.

## **PREREQUISITES**

- You are permitted to work in Australia and can provide evidence on request.
- You will hold and maintain a Working with Children Check (or agree to obtain one prior to appointment), nominating the Museum as your employer.
- You permit to undergo a Police Check at the commencement of your employment at the expense of the Museum. Your employment at the Museum is subject to the satisfactory outcome of the Police Check.

## **SELECTION CRITERIA**

### *Essential*

- Experience or interest in delivering art and craft activities.
- Demonstrated customer service experience.
- Previous experience working with young people.
- Proven ability to manage different types of behaviours in young people.

### *Desirable*

- Previous experience working in public / audience engagement programs within an education, museum or gallery setting.
- Experience or interest in supporting social justice issues through the making of safe spaces for culturally diverse groups to gather, build relationships and learn.
- An understanding of and appreciation for Jewish and or Islamic history and culture and the diversity of Jewish and or Islamic experiences.