

# Fairfield City Council

## Job Description



### Job Details

Job Title:	Museum and Gallery Programs Officer
Division:	City and Community Life
Branch:	Fairfield City Museum & Gallery
Reports to:	Coordinator, Museum & Gallery
Grade:	4
Position No:	
Date:	July 2016

### Position Purpose/Job Summary

#### About Fairfield City Museum and Gallery

Fairfield City Museum and Gallery is a cultural facility of Fairfield City Council. The site consists of an art gallery (Stein Gallery), social history museum and Vintage Village. The institution turns over six exhibitions a year that focuses on local issues and/or showcasing the work of local artists; a highly successful education program supporting the HSIE curriculum, events staged in the Vintage Village, which enable visitors to experience and celebrate Fairfield's past. In addition to this, a robust suite of after school and holiday children's programs, as well as workshops for adults and special events are delivered annually.

The Museum and Gallery's goals as stated in the strategic plan are to:-

- Champion and be a catalyst in the development of Fairfield's rich cultural and creative life
- Engage with community and support learning and audience engagement
- Respond to Fairfield City's diverse histories and identities
- Stimulate creative practices
- Invest in the long term support of Fairfield City's cultural life

#### Position Purpose/ Job summary

The Museum and Gallery Programs Officer will establish new ways to build rapport with, and meaningfully engage, our local communities in order to increase the

profile of Fairfield City Museum and Gallery and increase visitor numbers. This includes research, consultation and involving the community in various ways to devise programs, events and festivals which showcase the unique site, our exhibitions, local community groups and artists.

The Museum and Gallery Programs Officer works with the Curator to develop and implement public programs which enhance visitors' experience, interpretation and enjoyment of exhibitions; and to assist the Coordinator to develop and implement upper primary and secondary school education programs inspired by our collection and the Vintage Village site at the Council's Museum and Gallery.

This temporary position and it is funded by various external funding bodies. Monitoring and evaluating the reception to, and the impact of these public programs will be essential.

1. Develop and implement exciting, innovative and engaging public programs which enhance visitor's experience and engagement with exhibitions, the Museum and the Vintage Village.
2. Actively consult and liaise with the community to collect data that will inform the development of new public programs.
3. Establish and maintain strategic relationships with diverse community and professional organizations and cultural institutions to achieve creative and relevant public programs.
4. Contribute to funding applications, submissions, evaluations and reports.
5. Monitor, evaluate and report on the impact of the public programs delivered.

### Knowledge Skills, Qualifications and Experience required

#### Education Qualifications

**MINIMUM:** Tertiary qualifications in a relevant discipline

**DESIRABLE:** Post-graduate studies Museum Studies, Social History, Visual Arts or any relevant discipline related qualifications or equivalent

**LICENCES/TICKETS:** Class C Drivers Licence  
Current NSW Working with Children Check  
Role requires mandatory vaccination against COVID- 19

### **Minimum Criteria**

- Demonstrated skills and innovation in the development, coordination and delivery of public programs that respond to exhibitions and engage community.
- Highly developed interpersonal, communication and presentation skills in liaising effectively with a diverse community, stakeholders and peers.
- Demonstrated ability to work with people from diverse cultural and religious backgrounds.
- Demonstrated experience in using a range of community engagement approaches to build rapport with community members and involve them in the development of programs.
- Demonstrated ability to work with minimum supervision and contribute positively to an effective and collaborative small team culture.
- Demonstrated ability to manage a diverse set of tasks within tight deadlines.
- Experience in supervising contractors and casual staff to achieve desired outcomes.
- Understanding and commitment to WHS principles.

### **Desirable Criteria**

- Experience with Community Arts and Cultural Development (CACD) practices.
- Experience and understanding of Local Government
- High level Computer Literacy
- Local knowledge, networks and experience

### **Key Responsibilities**

1. Actively engage with the diverse communities of Fairfield City – their histories, experiences, values and stories – to meaningfully inform the development of new public programs.
2. Develop and implement exciting, innovative and engaging public programs which enhance visitor's experience and engagement with exhibitions, the Museum and the Vintage Village
3. Coordinate special events in partnership with a wide range of stakeholders including community groups and organisations, artists, schools and other branches of Council.
4. Establish and maintain strategic relationships with community groups, schools, artists, arts professionals, museum practitioners, government and non-government agencies.

# Fairfield City Council

## Job Description



5. Develop practical tools and processes to monitor, evaluate and report on the impact of the public programs delivered.
6. Comply with reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time.
7. Comply with Council's Code of Conduct policy and procedures whilst employed by or acting on behalf of Council.
8. Comply with the requirements of Council's Work Health and Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability guideline whilst employed by or acting on behalf of Council.

### Reporting Relationships

Refer to organisational chart on intranet

Direct: To Coordinator, Museum & Gallery  
No. of Indirect: None

### Key Relationships - Internal

Communicating with	Nature of Communication
Coordinator, Museum & Gallery	Informal daily contact. Formal appointments monthly to review work plan
Curator	Informal daily contact. Regular meetings regarding the development of exhibition-related public programs and events
Manager, Libraries and Museum	As required
Fairfield City Museum & Gallery Team	Formally at least once a month
Libraries and Museum Division	Every six months
Council's Communications and Marketing Team	As required to promote public programs

### Key Relationships - External

Communicating with	Nature of Communication
Community Groups	Build rapport to understand their culture, experiences and interests; and involve

Tertiary institutions – Staff and students Secondary Schools- Teachers Primary Schools - Teachers	them in Museum and Gallery projects and programs  Involve in Museum and Gallery projects and programs
Volunteers	Involve in public programs
Other Museums and Galleries – Local, State and National	Network with and attend meetings
Other related Organisations	As required

### Position Dimensions

- This position is temporary and part time.
- The number of hours attached to this position is dependent on the amount of grant funding available.
- Museum is open 10am – 4pm, Tuesday to Friday and on Saturdays 10am - 2pm. Some Saturday and out of opening hours work may be required for events.
- KPIs to be developed and responsive to funding bodies.

### Decisions Making, Authority & Accountability

#### **Decisions made by self**

The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1.

#### **Decisions made in consultation**

You are required to make decisions about program content in consultation with the Museum Coordinator and Education Officer and the Social History and Exhibition Curator.

#### **Decisions deferred to Manager**

Decisions regarding the length of, budget and scope of individual projects.  
Decisions regarding the cancellation, closure or postponement of projects and events.

# Fairfield City Council

## Job Description



--

### **Problem Solving**

- When providing or working in customer service area, a wide range of issues can occur from children left on the site to people with mental health issues - interpersonal and conflict resolution skills are required.
- Dealing with the community to engage them in projects and programs and events and resolving the difficulties that may arise.

### **Signature Block**

<b>Occupant:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>