



POSITION DESCRIPTION

Public Programs Coordinator

For more information about the Koorie Heritage Trust, visit our website:

www.koorieheritagetrust.com

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Position Summary

The Public Programs Coordinator is responsible for developing and delivering a dynamic public program that increases our engagement with Indigenous and non-Indigenous communities, reach new audiences and enrich our visitor experience. As the Public Programs Coordinator, you will in particular deliver a program of public events that engages and inspires audiences, and increases the understanding of contemporary Koorie art and culture.

Our public programs align with our purpose to promote, support and celebrate the continuing journey of the Aboriginal people of South Eastern Australia by complimenting and enhancing our various programs and services including particularly our Collections and Exhibitions programs. We are especially keen to develop and implement new and innovative methods for the delivery of our public programs including engaging with partner organisations, broader community events and being pro-active in responding to topical subject matters.

The position offers a rare opportunity to work in a team of highly motivated staff in an exciting new location in the heart of Melbourne CBD at Federation Square.

The role sits within our Exhibitions, Collections and Public Programming Team reporting to the Curatorial Manager.

1. Selection Criteria

1.1 ESSENTIAL

- An understanding and knowledge of the culture and heritage of the Aboriginal people of South East Australia, and experience in working with this community.
- An understanding of Indigenous arts and cultural practice nationally and internationally.
- Experience in planning, managing and coordinating public programs, events, and/or festivals.
- Demonstrated ability to plan, manage and prioritise a heavy workload.
- Demonstrated ability to manage a calendar, timelines and ability to stick to deadlines.
- Strong verbal and written communication skills, including public speaking, presentation skills, and writing for marketing and promotional materials.
- Thorough understanding of basic computer skills such as word processing, digital calendars, excel and email.
- Experience in working with a small team.

1.2 DESIRABLE

- Tertiary qualifications in museum studies, arts management/administration, events management, or a related discipline.

2. Key Responsibilities

This role will be responsible for:

- Developing and delivering a public programs schedule that aligns with the Koorie Heritage Trust's strategic goals, our purpose and vision.
- Working closely with the Exhibitions and Collections, and more broadly within the Koorie Heritage Trust where required, to develop and deliver the approved public program schedule.
- Liaising with facilitators, performers, artists etc. in developing and delivering the public program schedule.
- Developing and managing partnerships to deliver the public program schedule, including Federation Square and precinct cultural institutions, festivals, academic institutions, and community organisations.

- Supervising casual staff and volunteers.
- Assisting with communication of public programs including invitations, promotion, media, and advertising.
- Working closely with the Curatorial Manager, secure external funding and sponsorship for public programs where possible.
- General event management, ensuring programs are well organised, well presented, are on time, and within resource and budgetary constraints.

3. *Key Challenges*

Creating a balanced and dynamic program that enhances the organisation's public profile and meets the needs of its various audiences in the dynamic cultural precinct of Federation Square.

4. *Work Hours*

The position is required to work 38 Hours a week. The role requires nights and weekend work as needed.

5. *Special Conditions*

Indigenous applicants are strongly encouraged to apply.

You will be required to work on your feet at times and some lifting may be required although only as it abides by Workplace OHS. You will also have an understanding of Occupational Health and Safety (OH&S) as required (see Section 7 below).

6. *Other Information*

6.1 THE KOORIE HERITAGE TRUST

We are an Aboriginal owned and managed not-for-profit organisation. Our Vision is to live in a society where Aboriginal culture and history are a fundamental part of Victorian life. Our Purpose is to promote, support and celebrate the continuing journey of the Aboriginal people of South Eastern Australia. Our Values are Respect, Honesty, Reciprocity, Curiosity.

We provide a unique environment rich in culture, heritage and history which welcomes and encourages Aboriginal and non-Aboriginal people to come together in the spirit of learning and reconciliation in a safe environment. We are a place for everyone. We see ourselves as a knowledge bank and vital community resource to facilitate sharing, learning, collaborating and creating.

We will continually monitor and measure our success against our 4 strategic goals: To ENGAGE with Victorian Aboriginal Communities; GROW the Collections; REACH new audiences; ENRICH our visitors' experience.

6.2 EQUITY AND DIVERSITY

We are committed to equal opportunity in employment and welfare for staff. Staff are selected and promoted on merit.

6.3 GOVERNANCE

We are a not-for-profit Incorporated Association operating under the Associations Incorporation Reformed Act 2012. We are managed by a Board of Management. The CEO is a non-voting member of the Board.

6.4 GENERAL

As we evolve to meet the changing needs of the Victorian Koorie and wider communities, so will the roles required of all our staff. As such, this document is not intended to represent the role which you will perform in perpetuity. This position description is intended to provide an overall view of the role as at the date of this statement. In addition to this document, the specifics of the role will be described in local area work and project plans, and in performance plans developed in consultation with you and as part of our performance management process.

Managers/Supervisors are responsible for ensuring that our Risk Management Framework is adopted and incorporated into business planning and work activities, and that they identify and control risks within their line of control.

Hours of duty will be according to work unit requirements.

All our employees are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.

Conditions of employment are pursuant to the National Employment Standard.

Employees are required to ensure that they understand and adhere to our HR policies and procedures as varied from time to time.

All new appointments are subject to a probationary period, which may be subject to review.

7. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.