

biennaleofsydney

EDUCATION MANAGER INFORMATION PACKAGE

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SUMMARY

The Biennale of Sydney offers the opportunity for an experienced education manager to join a team of highly motivated, specialist staff in delivering one of the world's leading contemporary arts events. Working directly with the Head/s of Communications and Community Engagement and in collaboration with the Communications and Community Engagement team, the successful candidate will be responsible for developing education programs and learning resources that support our vision and core values within a framework of First Nations education philosophies and pedagogy. The education manager must be a confident public speaker with strong experience working with/in schools and education institutions and possess the ability to communicate knowledge of contemporary arts and culture to a range of different audiences.

THE BIENNALE OF SYDNEY

The Biennale of Sydney is one of the leading international contemporary art events in the world. It is the pre-eminent and longest-running biennial in the Asia-Pacific region, and the largest exhibition of its kind in Australia. Year-on-year, the Biennale commissions and presents bold living exhibitions that are in constant transformation across multiple sites in Sydney and beyond.

Since 1973, our world-renowned platform has showcased unforgettable artworks by more than 1,800 artists from 100 countries. Offering a place of discovery for audiences to engage with emerging and established practitioners, often for the first time, the Biennale has been home to monumental works by artists including Marina Abramovic, Joseph Beuys, Yoko Ono to Ai Weiwei, as well as historical commissions including The Aboriginal Memorial (1988), now in permanent display at the National Gallery of Australia. In 2018, the Biennale of Sydney delivered one of its most ambitious exhibitions to date, attracting record visitation of more than 850,000, the highest level in its 45-year history.

The Biennale of Sydney plays an indispensable role in Australia's engagement with the world and a meaningful role in the life of the nation.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on Friday 15 March 2019.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Email to: paschal@biennaleofsydney.com.au

Subject line: Application | Education Manager

Or via post, marked 'Confidential' to:

Paschal Daantos Berry
Curator, Programs and Learning
Biennale of Sydney
Level 4 The Arts Exchange
10 Hickson Road
The Rocks NSW 2000

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SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

Essential Criteria	<ul style="list-style-type: none">• Demonstrated knowledge of First Nations education pedagogy and learning frameworks• Experience working with students and/or in educational settings, and knowledge of NSW education systems and curriculum trends• Ability to communicate knowledge of contemporary arts and culture to a range of different audiences• Experience developing and managing arts education programs• Experience producing learning resources• Confident public speaking and presentation skills• Connection to, or experience working in, schools and education institutions across NSW and Australia• Connection to, or experience working with, Aboriginal and Torres Strait Islander communities• Ability to build positive and collaborative relationships with external and internal stakeholders and actively contribute to the broader team• Experience working on multiple projects with a range of stakeholders• Demonstrated ability to prioritise multiple projects and work efficiently under pressure in a busy environment
Desirable Criteria	<ul style="list-style-type: none">• Tertiary qualifications in a relevant discipline (arts education, visual arts), or equivalent experience• Current industry knowledge of arts education programs, locally and internationally• Knowledge and understanding of accessibility principles and practices• Current NSW Driver Licence

ROLE STATEMENT

Position Title:	Education Manager
Department:	Communications and Community Engagement
Reporting to:	Head and Co-Head, Communications and Community Engagement
Direct Reports:	N/A
Contract term:	Part-time (3 days per week) from April 2019 – December 2020

Purpose of the position

The Education Manager is responsible for developing and delivering education programs and learning resources for the Biennale of Sydney that support our vision and core values within a framework of First Nations education philosophies and pedagogy.

The role is responsible for ensuring the standard of service delivery across all the Biennale of Sydney's education and learning initiatives is maintained at the highest level.

First Peoples and people who identify as Culturally and Linguistically Diverse are strongly encouraged to apply.

Position Description

The successful candidate will be part of a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events.

The position is responsible for developing education programs and learning resources for a range of audiences, with a focus on students, teachers and communities. Liaising with schools, educators and venue partners, the role ensures the smooth delivery of engaging and creative learning initiatives in a range of modes including, but not limited to, face-to-face, outreach and online that respond to Biennale exhibitions, programs and archive.

The role also supports other aspects of the Biennale's public programs.

The Education Manager reports to the Head/s, Communications and Community Engagement. In addition, the position works with Director and CEO, as well as the Artistic Director, and the Exhibition, Development, Finance and Administration teams.

See over for Duties and Responsibilities.

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DUTIES AND RESPONSIBILITIES

Program Development and Delivery	<ul style="list-style-type: none">• Develop and maintain an education program for the Biennale of Sydney that supports our vision and core values within a framework of First Nations education philosophies and pedagogy• Develop and produce learning resources that responds to the exhibitions and archives of the Biennale of Sydney to service the specific needs of Australian teachers and students• Develop and deliver an outreach program (artist residencies and workshops) to schools in Western Sydney, regional NSW and interstate• Work with the Curator, Programs and Learning and Education Coordinator to engage schools nationwide, creating relationships that increase school bookings for exhibitions and workshops, and online engagement• Maintain a detailed understanding of the needs of the national education sector and identify opportunities for partnership and revenue to further the Biennale of Sydney's impact• Develop and implement programs in line with the needs of schools and/or schools syllabus, through teacher and arts industry consultation, evaluation, reshaping programs as required• Develop contacts and maintain excellent relationships with teachers, tutors, artists, education partners, peak education bodies, community partners, venue partners and other strategic partners• Coordinate appropriate levels of volunteer assistance for programs and supervise volunteers and interns, as required
Schools Program and Bookings	<ul style="list-style-type: none">• Develop and deliver tours and programs that support the current syllabus and curriculum guidelines• Manage the group booking system including administering schools bookings for Cockatoo Island, liaising with education, engagement, front of house staff at Biennale venues and coordinating the distribution of information to key stakeholders• Schedule and assign guide support staff to school groups where appropriate• Develop and maintain documents that aid teachers and groups in excursion planning• Support the Learning Coordinator to track bookings and attendance
Public Program	<ul style="list-style-type: none">• Work with the Curator, Programs and Learning to develop and deliver public programs, including teacher preview/tours, tertiary programs, disability access tours, guided tours and family/children's activities, as well as assisting with private viewings/tours and other events as required• Work with the Curator, Programs and Learning to develop and deliver of a tour guide program for Biennale venues• Work with the Curator, Programs and Learning and project partners in the development and delivery of accessible programs and resources for people with disability
Evaluation	<ul style="list-style-type: none">• Oversee the rigorous evaluation of relevant learning programs and develop mechanisms to effectively collect quantitative and qualitative data from participants, audiences, teachers and key partners• Ensure data and feedback from evaluation informs future programming

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Communications	<ul style="list-style-type: none"> • Collaborate with the Marketing Manager and Digital Content Manager on the publicity and marketing of the learning program • Promote events and resources to schools and educators by coordinating content for an education e-newsletter • Attend and participate in publicity events and generally act as an ambassador for the Biennale of Sydney
Digital Education Program	<ul style="list-style-type: none"> • Work collaboratively with the Digital Content Manager and the Digital Producer to plan and implement the delivery of online education programs, on time and on budget • Research and maintain a current understanding of online educational resources nationally and internationally that model best practice • Work with the Digital Content Manager, Digital Producer and Education Coordinator to identify, develop and collate digital learning resources for the Biennale of Sydney website and social media channels including but not limited to: filmed interviews, interactive resources, and material relevant to teachers and students • Work with the Digital Content Manager and Digital Producer to develop and deliver a live streaming program
Administration	<ul style="list-style-type: none"> • Work collaboratively with the Head/s, Communications and Community Engagement to ensure all educational activity and initiatives are delivered within the approved budget and according to the organisational timeline • Develop and maintain a schools contacts database • Develop and maintain schedules for program development, roll out and evaluation • Manage all email accounts for the Biennale of Sydney Learning department • Ensure copyright and image clearance and parent/guardian consent for all photo and video content • Research new opportunities for funding • Prepare content and reports for funding applications and acquittals • Prepare invoices for payment
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct • Participate in WH&S Committee meetings, as required • Oversee, in collaboration with the Education Coordinator, the implementation of WHS policy, including coordinating WHS briefings and organising “working with children checks” for contracted artists/tutors prior to their first engagement • Ensure a safe environment and compliance with all legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health and Safety, Privacy and Child Protection legislation • Work with the Exhibition Production and Operations Manager and venue partners to develop and deliver Risk Management plans for all Biennale venues • Manage and monitor the specific needs of participants ensuring that tutors / contracted artists are briefed and updated on WH&S issues • Ensure OH&S incidents are reported and immediately acted upon

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Key Performance Indicators	<ul style="list-style-type: none">• Successful delivery of the 2020 Biennale of Sydney• Increase in audience attendance and / or levels of engagement with the Biennale of Sydney• Successful delivery of education programs• Successful delivery of online education programs• Successful delivery of outreach programs• Successful delivery of education resources• Successfully delivery of reports and acquittals• Demonstrates positive working relationships with all departments of the Biennale of Sydney
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EMPLOYMENT TERMS

Contract term

This is a part-time position (3 days per week) from April 2019 – December 2020.

Work Hours

The position is required to work part-time at three working days a week, generally 9.00am to 5.30pm. However, these hours may vary due to volume of work, particularly during the build-up to a Biennale where there is an expectation at varying times to work after hours, holidays and weekends. A Time Off in Lieu (TOIL) policy has been approved, outlining how TOIL for weekend and holiday work will be considered for approval by the CEO.

Remuneration

- a) *Total remuneration package*
Salary (including employer's superannuation contribution) to be within the indicated range for the total remuneration package and set in discussion with the selected candidate.
- b) *Superannuation*
As part of the total remuneration package, the Company will contribute to a complying Superannuation Fund of your choice such a percentage of your earnings as indicated in the Superannuation Guarantee Act, currently 9.5%.

Leave

- a) *Annual Holiday Leave*
Paid Annual Holiday Leave of four (4) weeks per annum in accordance with the Annual Holidays Act (NSW) will be granted at a mutually convenient time.
- b) *Long Service Leave*
Long service leave in accordance with the Long Service Leave Act (1955) and other applicable legislation.
- c) *Personal/Carer's Leave*
Paid personal/carers leave of ten (10) days per year of continuous service for reasons of personal illness or injury, or to provide care and support to a member of your immediate family or household, who requires care or support because of a personal illness or injury of the member, or where there is an unexpected emergency affecting the member. The Company will not pay out the value of any accrued but untaken personal/carers leave on the cessation of employment or during the term of employment with the Company.
- d) *Compassionate Leave*
Paid compassionate leave of two (2) days per occasion.
- e) *Other Leave*
In some circumstances the employee may be granted additional leave for approved study courses or other special purposes. The granting and period of such leave will be at the total discretion of the Company.

Probationary Period

A three-month probationary period applies to all positions and allows for seven (7) days' notice of termination by either party. The Company reserves the right to terminate this Agreement during this period if the person is unsuitable for the described duties or the Company environment.