



POSITION:

TRAINING AND PROFESSIONAL DEVELOPMENT MANAGER

LOCATION:

Hendra, Brisbane

TERMS OF EMPLOYMENT:

Full-time position

REPORTS TO:

The position reports to the Executive Director, Museum and Gallery Services Queensland Limited trading as Museums & Galleries Queensland (M&G QLD)

PURPOSE

- To effectively manage the planning, development and implementation of high-quality, best practice training and professional development programs that are responsive to the diversity of the needs and aspirations of Queensland's public museum and gallery sector.
- To effectively develop and manage the delivery of M&G QLD's Standards Review Program: a joint program with Museums & Galleries of New South Wales, supporting the continuous development in public museums and galleries.
- To identify, develop and maintain key relationships that support the delivery of M&G QLD's Training and Professional Development Program.
- To identify opportunities and prepare funding documents for external financial and in-kind support to assist delivery of M&G QLD's Training and Professional Development Program.

DUTIES

- Oversee all aspects of the research, planning and delivery of M&G QLD's Training and Professional Development Program.
- Identify funding opportunities to support the delivery of M&G QLD's Training and Professional Development Program in consultation with the Executive Director, including the preparation of funding documents, reports and acquittals.
- Develop and implement agreed policies and strategies relating to M&G QLD's Training and Professional Development Program.

- Undertake program reviews, sector research and analysis to inform future program delivery and ensure currency and prepare reports as appropriate.
- Report on the outcomes of M&G QLD's Training and Professional Development Program to the Executive Director.
- Effectively prepare, monitor and report on M&G QLD's Training and Professional Development Program budgets, in consultation with the General Manager and Executive Director.
- Undertake administrative tasks associated with M&G QLD's Training and Professional Development Program, including convening and servicing advisory groups where required.
- Identify, develop and maintain productive working relationships that enable M&G QLD to deliver training and professional development programs in partnership with galleries, museums and other relevant organisations.
- Contribute to M&G QLD publications, website and social media.
- Represent the organisation at a range of corporate functions, industry related events, forums and sector advisory/reference groups as required and/or appropriate.

ORGANISATIONAL RESPONSIBILITIES

- Adhere to the Company's Code of Conduct in a manner that is consistent with both its spirit and intent.
- Adhere to all Company policies, procedures, standards and practices.
- Work collaboratively with other M&G QLD Staff to ensure coordinated program delivery.
- Undertake any other duties, consistent with skills and experience, as directed by the Executive Director.

KEY REQUIREMENTS

1. A relevant tertiary qualification, preferably in museum or gallery studies or arts/cultural heritage education. Equivalent experience may be considered.
2. Demonstrated experience in the development and presentation of high-quality public programs, workshops and skill development activities within a relevant arts/cultural heritage related organisation.
3. Demonstrated ability to manage program staff and to provide leadership in the development and delivery of training and professional development programs.
4. Demonstrated ability to identify and pursue innovative projects, new partnerships and new resources relevant to training and professional development programming.

5. Demonstrated experience in event management.
6. Highly developed interpersonal skills, including a proven ability to communicate effectively and build relationships with a diverse range of stakeholders across industry, government, private and business sectors.
7. Demonstrated experience working with both volunteers and industry professionals.
8. Excellent written and verbal communication skills, including demonstrated ability to research information and prepare reports, proposals and acquittals.
9. Demonstrated ability to work well under pressure and to deliver outcomes within agreed timeframes and budgets.
10. A strong background in administrative systems, including high-level computer literacy skills would be an advantage.
11. Ability to use and develop content for social media and websites.
12. Ability to work collegially as a team member.

SECONDARY REQUIREMENTS

1. A knowledge of Queensland's public galleries and museums would be an advantage.
2. C class driving licence.

SALARY AND CONDITIONS

Salary range will be between \$55,000 and \$60,000 gross per annum (dependent upon experience), plus superannuation guarantee and leave loading. The position is full-time, based on a 35-hour week, and is situated at the Company's office at 122 Gerler Road, Hendra, Queensland. Regional travel and work outside of regular hours will be required.

Applications must address each of the Key and Secondary Requirements detailed in the Position Description, and include a CV and covering letter.

Applications are to be addressed to M&G QLD's Executive Director at
E: rebekah.butler@maqsq.com.au.

For further information please contact M&G QLD's Executive Director, Rebekah Butler, on Ph: 07 3059 9744 (Mon – Thurs) or E: rebekah.butler@maqsq.com.au.

Applications close 5pm, Thursday 9 April 2020.