



POSITION:

TRAINING & PROFESSIONAL DEVELOPMENT COORDINATOR

LOCATION:

Hendra, Brisbane

TERMS OF EMPLOYMENT:

Full-time, 35 hours per week

REPORTS TO:

The position reports to the Executive Director, Museums & Galleries Queensland (M&G QLD)

ABOUT

Museums & Galleries Queensland (M&G QLD) is the peak professional body for the public museum and gallery sector in Queensland. We provide leadership and support the advancement of our sector through programs delivered in four key areas: Sector Development; Exhibition Development & Touring; Training & Professional Development; and Information & Communication Services.

Working within a supportive team environment, this role works with M&G QLD Staff to foster collaborative working relationships with public galleries, museums, collecting organisations and other industry partners to deliver high calibre, engaging training and professional development programs and services to advance Queensland's public museum and gallery sector.

The successful applicant will demonstrate a commitment to the Company's core values of best practice; exemplary service standards; access, equity and inclusion; professional integrity and ethical business conduct. They will also contribute positively to M&G QLD's workplace and to the wider cultural sector.

PURPOSE

Under the guidance of M&G QLD's Executive Director, this position plays a key role in the successful delivery of the company's Training & Professional Development Programs. The Training & Professional Development Coordinator is responsible for the coordination and scheduling of our training and professional development activities including the Standards Review Program, workshops, seminars, networking events, program logistics and deliverables, mentoring Program Staff, and contributing to industry events and forums as required.

DUTIES

In fulfilling the duties of this position, the successful applicant will typically:

- maintain a holistic overview of M&G QLD's Training & Professional Development Program and communicate any program updates or changes to program schedules, budgets or deliverables to the Executive Director.
- actively contribute to the planning, development, implementation and evaluation of high-quality, best practice training and professional development programs that are responsive to the diversity of needs and aspirations of Queensland's public museum and gallery sector. This includes organising catering, venues, AV, travel, taking registrations and guest speaker arrangements.
- coordinate M&G QLD's Standards Review Program: a joint program with Museums & Galleries of New South Wales, supporting the continuous development of Queensland's public museums and galleries.
- develop and maintain productive working relationships with relevant organisations and key stakeholders including public galleries, museums, First Nations Arts and/or Cultural Centres, industry professionals, volunteers and contractors to ensure the coordinated delivery of M&G QLD's Training & Professional Development Program.
- research and prepare quality training and professional development resources including manuals, fact sheets, event programs, program fliers, or other documentation as required or instructed by the Executive Director.
- identify and contribute to external opportunities including the preparation of funding submissions and sponsorship proposals that support current and future program delivery as appropriate.
- prepare and monitor expenditure against approved project budgets and contribute to reports and acquittals as required.
- assist with the management of any special programs or projects that come under the training and professional development program area.
- contribute to program reviews, sector research and analysis to inform future program delivery and ensure currency of information and programs.
- contribute to M&G QLD publications, website and social media as required.
- undertake administrative tasks associated with M&G QLD's Training & Professional Development Program including assisting with the preparation of correspondence and content for Board papers; responding to sector enquiries; maintaining administrative systems and records; and convening and servicing Advisory and Reference Groups in liaison with the Executive Director as required.
- oversee and mentor the Training & Professional Development Program Officer, and work collaboratively with other M&G QLD staff to ensure coordinated program delivery and a positive organisational culture.

- represent the organisation as required at a range of functions and industry related events and forums.

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.
- Comply with Queensland Health COVID-19 directives.
- Undertake any other duties, consistent with skills and experience, as directed by M&G QLD's 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. Highly developed organisational, project/event management, prioritisation and problem solving skills.
4. Highly developed interpersonal and relationship building skills, including a proven ability to communicate effectively with a diverse range of stakeholders across industry, government and the private sector.
5. Excellent written and verbal communication skills, including demonstrated ability to research information and write proposals, reports and acquittals.
6. Demonstrated experience working with both volunteers and industry professionals.
7. Demonstrated ability to work well under pressure and to deliver outcomes within agreed timeframes and budgets.
8. A demonstrated ability to work independently as well as to operate effectively within a small team.
9. A strong background in administrative systems, including high-level computer literacy skills.
10. Current C class driving licence.

SECONDARY REQUIREMENTS

1. A knowledge of Queensland's public galleries and museums would be an advantage.
2. Knowledge of state and federal government funding programs is desirable.
3. Demonstrated understanding of Workplace Health & Safety principles.

SALARY AND CONDITIONS

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. The salary will be \$60,000 gross per annum, plus superannuation guarantee and leave loading. Regional travel and work outside of regular hours will be required.

There will be a three-month probationary period from the employment commencement date.

M&G QLD is an equal opportunity employer and is committed to providing an inclusive workplace free of unlawful discrimination, harassment and bullying.

APPLICATION

Applicants 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 submitted via email, addressed to M&G QLD's Executive Director

Rebekah Butler
Executive Director
Museums & Galleries Queensland
122 Gerler Road
Hendra Qld 4011
E: rebekah.butler@magsq.com.au

Enquiries should be directed to Rebekah Butler on P: 07 3059 9744 or
E: rebekah.butler@magsq.com.au

Applications close 5pm, Wednesday 8 May 2024.