



POSITION:

TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAM OFFICER

LOCATION:

Hendra, Brisbane

TERMS OF EMPLOYMENT:

Full-time position

REPORTS TO:

The position reports to the Training and Professional Development Manager, Museum and Gallery Services Queensland Limited trading as Museums & Galleries Queensland (M&G QLD)

PURPOSE

- To contribute to the planning, development and implementation of M&G QLD's Training and Professional Development Program.
- To support the delivery of the M&G QLD's Standards Review Program: a joint program with Museums & Galleries of New South Wales, supporting continuous development in public museums and galleries.
- To support the delivery of high-quality, well-managed, best practice training and professional development programs that are highly responsive to the diversity of Queensland's public museum and gallery sector's needs and aspirations.

DUTIES

This position requires the successful applicant to have education and/or training experience preferably within the public museum or gallery sector, administrative and organisational skills, as well as strong event management and communication skills.

Working with M&G QLD's Training and Professional Development Manager, the successful applicant will:

- support delivery of M&G QLD's Standards Review Program.
- contribute to the research, planning and presentation of M&G QLD's Training and Professional Development Program using a range of delivery models.
- contribute to the design, delivery and event coordination of M&G QLD's State Conference and other professional development initiatives that respond to identified sector needs. This includes organising catering, venues, AV, travel, taking registrations and guest speaker arrangements.

- undertake administrative tasks including assisting with the preparation of correspondence and content for Board papers; responding to sector enquiries; maintaining administrative systems and records; and servicing advisory groups where required.
- prepare program fliers, support materials, resources and promotional materials associated with M&G QLD's Training and Professional Development Program. This includes developing copy and contributing to M&G QLD publications, website and social media.
- contribute to program reviews, sector research and analysis to inform future program delivery and ensure currency.
- contribute to funding documents, reports and acquittals as appropriate.
- support productive working relationships that enable M&G QLD to deliver training and professional development programs in partnership with galleries, museums and other relevant organisations.
- represent the organisation at a range of industry related events, forums and sector reference groups as required and/or appropriate in a positive and professional way.

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 Training and Professional Development Manager or 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 preferably within a relevant arts/cultural heritage related organisation.
3. Ability to communicate effectively with diverse audiences and stakeholders

including excellent written and verbal communication and interpersonal skills.

4. Demonstrated experience in project or event management.
5. A strong background in administrative systems, including high-level computer literacy skills.
6. Personal time management skills with the ability to work to deadlines and to deliver accurate and relevant materials within agreed timeframes and budgets.
7. Ability to use and develop content for social media and websites.
8. Ability to work collegially as a team member.
9. Current C class driving licence.

SECONDARY REQUIREMENTS

1. A knowledge of Queensland's public galleries and museums would be an advantage.
2. Experience working with both volunteers and industry professionals is desirable.
3. Demonstrated understanding of Workplace Health and Safety principles.

SALARY AND CONDITIONS

Salary range will be between \$50,000 and \$52,000 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.

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 addressed to M&G QLD's Executive Director at

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 (Mon – Thurs) or
E: rebekah.butler@magsq.com.au

Applications close 5pm, Tuesday 12 July 2022.