

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

JULY 2023

Position Details	
Title	Learning Facilitator (Temporary Register)
Classification	APS4 – PN Several – Full time / Part time non-ongoing
Salary	\$68,362 to \$74,226
Section	Access and Learning
Security Clearance	National Police Check
Contact Officer	Krysia Kitch 6102 7084

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

About us

The National Portrait Gallery (NPG) aspires to reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore.

We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds.

We're committed to ensuring a child safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

The position

The Gallery is establishing a temporary register to fill short-term vacancies when they arise throughout the 2023–24 Financial Year. Vacancies could be full-time or part-time.

This position is within the Access and Learning section. This section delivers a positive, engaging and high-quality visitor experience through the development and delivery of formal and informal learning programs, visitor experiences and access and inclusion initiatives.

The Learning Facilitator works as part of the Access and Learning section designing and delivering a range of formal and informal learning programs for all audiences – online and onsite. Under broad direction and in line with the Gallery’s corporate plans, the role requires expertise, skill and experience of portraiture and Australian identity and history with a focus on First Nation peoples histories and culture.

Learning Facilitators work up to 5 days per week with frequent weekend or after-hours work required. Learning Facilitators report to the Manager of Learning Programs and deliver onsite and online programs and will appear “on camera”.

Specific tasks

Under direction, design and deliver programs and interpretation to a wide range of audiences including school groups. Programs may include, but are not limited to, the development of curriculum aligned educational resources and programs; art workshops for all age groups; family activities; design and delivery of face to face or virtual tours; creation and delivery of programs for audiences of diverse abilities.

Programs will be delivered onsite and online.

- Work as part of a small team contributing to design and development of formal and informal programs for a range of audience types. Prepare, document and make plans for the successful execution of workshops and activities including events showcasing the Gallery’s collection and temporary exhibitions.
- Ensure that programs are in keeping with the themes and content narrative of the Gallery, placing the audience at the centre of our work and deepening their understanding of Australian identity, portraiture and the purpose of the Gallery.
- Manage risk and resources by devising and implementing risk management plans and monitoring allocated program budgets. Take accountability for completion of tasks, organising workflow, and supporting less experienced team members.
- Perform administrative functions related to research, planning, evaluation and reporting of section programming including interpretation of statistical data to inform future planning for designated projects.
- Other duties include visitor services, assistance with movement of furniture and equipment (art materials, bollards, easels, chairs, stools, portable tables) and supporting wider Gallery events and functions.

Section criteria

1. Awareness of the purpose of the National Portrait Gallery of Australia, our themes and content and the ability to create and share stories that support organisational goals.
2. Knowledge of or experience in the development and delivery of education and public programs in a museum or gallery environment.
3. Excellent customer service skills and experience in providing visitor experiences, interpretation and access and inclusion initiatives to a diverse audience including school groups.
4. Well-developed organisational skills, and the ability to manage competing demands.
5. Pro-active approach to work with the ability to work as part of a team and with limited supervision.

6. Demonstrated commitment to a child safe and child friendly environment and personal skills that support and enhance children's positive engagement in the Gallery.
7. Knowledge and understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work Health and Safety and the ability to apply them to work practices

Industry specific:

- Tertiary qualifications in either the visual arts, Australian history, museum studies and/or education are desirable but not essential.
- Ability to obtain and maintain a Working with Vulnerable People card.
- National Police check.

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to hrrservices@npg.gov.au by the deadline listed below

If you need more information, please get in touch with:

- Krysia Kitch, Manager, Learning Programs on 02 6102 7084 or krysia.kitch@npg.gov.au

Applications close midnight 30 June 2024

SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Rarely
Graphical, video production or analytical work	Occasionally
Access to designated workstation	Frequently

WORKING HOURS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Occasionally
Intensive work over an extended period to achieve a deadline	Occasionally
After hours events or programs	Occasionally
Peaks and troughs of high and low workload	Occasionally
Overtime	Occasionally
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Rarely
Work directly with visitors and the public	Frequently
Produce work that is subject to critique or external review	Frequently

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Occasionally
Standing for long periods	Frequently
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Rarely
Handling collection items	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Repetitive movements in a short amount of time	Occasionally

TRAVEL		FREQUENCY
Locally		Occasionally
Interstate		Rarely
SPECIFIC HAZARDS		FREQUENCY
Working at heights		Rarely
Exposure to extreme temperatures		Never
Operation of heavy machinery e.g. forklift		Never
Excessive noise		Rarely
Low lighting		Rarely
Handling of dangerous goods/equipment		Never
Mandatory Personal Protective Equipment required		Rarely
SAFETY TRAINING, PERMITS AND CERTIFICATES		REQUIRED
NPG Induction		✓
Driver's Licence		X
WHS Awareness for Workers		✓
WHS Awareness for Supervisors		X
Manual Handling		✓
Provide First Aid		✓
Fire Warden		✓
Chief Warden		X
Business Continuity		X
Hostile Intruder and Lockdown		✓
White Card		X
High Risk Work Licence		X
Work Safely at Heights		X
Elevated Work Platform		X
Verification of Competency for plant and equipment		X
DESIGNATED EMERGENCY ROLES	REQUIRED	
First Aid Officer	X	
Area Warden	X	
Floor Warden	X	
Deputy/Chief Fire Warden	X	
Business Continuity Team Member	X	
Business Continuity Team Leader/Deputy	X	
Authorised Officer	X	

Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.