

POSITION DESCRIPTION



NATIONAL
ART
SCHOOL

Title: Education Officer

Classification: HEW 5

Reports to: Head of Public Programs

Direct reports: Sessional artists and educators

Issue date: March 2021

JOB PURPOSE

To develop and coordinate the delivery of Education programs and partnerships to meet the strategic goals of the National Art School Education Programs. This will include curriculum development, programming, coordination, implementation and delivery of school holiday programs, family programs, school tours, school workshops, education kits and teacher education programs.

KEY RESPONSIBILITIES

- Manage the timetabling, programming, written content, material requirements, and delivery of the School Education Programs, which consist of school holiday programs, regular youth art classes, and education programs for school visits to NAS and NAS visits to schools.
- Provide administrative support to the Head of Public Programs in the preparation of reporting documents and data processing.
- Develop education kits for NAS exhibitions and programs.
- Coordinate school visits to NAS.
- Coordinate NAS visits to schools.
- Develop and deliver ongoing youth art classes.
- In conjunction with the Head of Public Programs monitor the School Education Programs budget to ensure that expenditure is contained within the budget remit and that revenue is generated as forecast.
- Coordinate enrolments for all School Education Programs, including being the front line for queries and ensuring course enrolment requirements are met, arranging refunds and transfers as required, in line with policy, and other administrative processes.
- Work autonomously to develop, write, administer and coordinate the School Educational Programs.
- Liaise directly with external schools' staff to ensure administration and compliance requirements are followed prior to attending programs at the NAS campus.
- Liaise with NAS Educators to ensure experience and qualification standards and compliance requirements are met (Working With Children Checks; risk assessments, inductions, etc.)
- Work with the Marketing Department to ensure that the School Education Programs online enrolment process operates effectively and efficiently.
- Assist in the preparation of marketing material for the promotions and publicity of School Education Programs in conjunction with the Marketing Department.
- Maintain the NAS website with up-to-date information on School Education Programs.
- Plan and implement off-campus workshops in line with NAS strategic objectives to deliver educational programs that engage local and regional communities.
- Liaise with National Art School facilities, general and academic staff on the effective deployment of School Education Programs and relevant NAS resources including consumables and equipment.
- Work with the NAS Student Admissions Advisor to build stronger relationships with schools to increase participation and generate income growth.

- Work together with NAS Public Programs Administration Officer on the delivery of all Public Programs as required by the Head of Public Programs.
- Facilitate and coordinate professional development workshops for High School and Primary School teachers including the organisation of marketing materials, through to the delivery of the programs on campus and registering attendance with NESAs.
- Work to coordinate, train and administer volunteers and student crew working for the Public Program Department.
- Consult with Head of Public Programs to develop innovation in program design and delivery, and departmental processes.
- Perform other relevant administrative and support duties as required or directed by the Head of Public Programs.
- High level organizational, problem solving and time management skills with the ability to complete tasks within deadlines.
- High level computer skills, including experience with word processing, spreadsheets and databases.
- Working with Children Check clearance is mandatory for this role.
- Willingness to travel throughout regional NSW delivering educational programs.
- Availability to work early mornings, late evenings and weekends.
- Knowledge and understanding of EEO, Ethical Practice and WH&S.

QUALIFICATIONS / EXPERIENCE

- Demonstrated experience working within an educational and outreach context in the Cultural and Educational sectors.
- Experience in developing and administering Visual Arts Programs for primary and/or secondary school students and teachers.
- Post Graduate qualifications as a primary or secondary school Visual Arts teacher highly regarded.
- Excellent interpersonal and customer service skills, with the ability to work both individually and as part of a team.
- High level written and verbal communication skills

KEY RELATIONSHIPS

Internal	
Head of Public Programs	Direct Manager
Direct Report(s)	sessional artists and educators
Public Programs Administration Officer	Work collegiately with the Public Programs Administration Officer on delivering public programs as required and directed.
Managers and Staff	Develop and maintain effective working relationships, engaging and consulting in the delivery of organisational objectives.
External	
Stakeholders	Develop and maintain mutually beneficial relationships with external stakeholders and supporters.
Service Providers	Develop and maintain effective working relationships, manage deliverables, manage value and cost, keep abreast of developments.

ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____