



Job Description:

Education, Access & Inclusion Program Coordinator

Fixed term contract: two/three days a week

Start date: 1 July 2022. Probationary period: 3 months

End date: 16 December 2022. Extension of this date can be discussed four weeks prior to the contract end date.

The position will answer to the Education, Access & Inclusion Manager (Meghan Kennedy) and the General Manager (Andrew Williams).

Bookings, communication with schools/ program participants and scheduling

The Education, Access & Inclusion Program Coordinator will be required to administer and ensure the accurate processing of Education Program bookings for *Sculpture by the Sea* Bondi and the *Sculptors to Schools* outreach program. This will include providing clear and friendly information to support teachers in arranging their excursion and booking into an education program. They will work with the Education Manager to produce the Education Program exhibition schedule (Bookings Bible), and produce rosters for Education Program Artists and Educators. They will work with the Education Manager to respond to and record schools booking a self guided visit to the exhibition, and maintain the Exhibition Time Line.

Develop and organise the Education, Access & Inclusion program

The Coordinator will be required to support the Education, Access & Inclusion Program Manager in initiating and developing quality and innovative programs that reflect the *Sculpture by the Sea* (SxS) aims and objectives. The role will involve active participation with the SxS team and exhibition sponsors in determining successful and safe Education and Access Programs, and specific sponsored events for example, Family Workshops.

The Coordinator will be required to research, develop and produce education resources for teachers and students, including content for the Kids' Guide and a new information worksheet to be included in the Education Kit which will focus on the employment of STEM disciplines in sculptural practice as specified in current NSW curriculum.

They will work in supporting Education Program Artists in all stages of delivering their workshops from initial proposal (concept, activities, outcomes and materials) to on site realisation of outcomes. During the exhibition period the Coordinator will work each weekday and oversee the smooth running of the program – communicating, directing and supporting the participants, Education Program Artists and Educators, SxS staff, and volunteers' involved and ensuring safety and professional practice. The role will include overseeing documentation of program activities (workshops); facilitating the evaluation process; briefing Education staff and volunteers and collating feedback and statistics.

Essential requirements:

- Current NSW Working With Children Check and adherence to the *Sculpture by the Sea* Child-friendly Child-safe Policy
- Excellent oral and written communication and organisational skills
- Understanding of risk assessment and experience in implementing safe working practices
- Effective time management and an ability to be punctual and prepared
- Graduate degree in a Visual Arts, Art History, Art Education or equivalent
- Experience and confidence in public speaking and/or tour guiding
- A broad range and thorough knowledge of contemporary art and sculptural practice
- Ability to accurately record (and continually check) program booking details
- A thorough knowledge of the *Sculpture by the Sea* Education, Access & Inclusion Program
- Highly proficient using Microsoft Office
- Friendly, respectful and patient manner and ability to communicate these qualities via email and telephone and in person
- Ability to research and produce quality Education resources
- Vehicle for potential off-site programs in schools

Desirable requirements:

- First Aid Qualifications
- Experience and application in artistic practice, studio-based or otherwise
- Experience with NSW curriculum planning and execution
- Experience in visual arts education NSW curriculum, programming and delivery

To Apply:

Please email a cover letter detailing your interest in the job, suitability for the role and addressing the required selection criteria. Please include a copy of your current resume and email to Meghan.kennedy@sculpturebythesea.com with the subject Education Coordinator Application.