

<b>Job Title:</b>	Education Manager
<b>FTE:</b>	0.4 FTE, 15 hours per week
<b>Salary:</b>	\$58,000 per annum, pro rata + 9.5% superannuation
<b>Reporting relationship:</b>	Reports directly to Assistant Director, Program and Audiences Direct reports casual event staff, artists and contractors

**About the role:**

The IMA is looking to grow its education offering to secondary and tertiary audiences and the Education Manager develops, manages and delivers these activities. Working closely with the Assistant Director, Program and Audiences, the Creative Producer, Public Programs, Marketing and Communications Manager, artists and program participants this role encompasses both outreach and delivery.

The Education Manager is a new role which will oversee the development of a program of education activities and manages their delivery in collaboration with other team members. We are committed to sustaining a high level of visitor experience, providing our audience with curriculum-linked contemporary art experiences and offering education resources to complement our exhibitions program.

You will proactively build and draw upon your networks in the fields of education and contemporary art. You will be supported to build partnerships with educational institutions and develop innovative initiatives to reach new audiences and contributors. The Education Manager will be self-motivated, have experience developing enriching education programs, and have strong networks in the education sector.

This is a hands-on position in a small team, where you will be expected to work across all aspects of event planning and delivery. To meet the objectives of the role, flexible working arrangements can be negotiated.

**Key Accountabilities:****Education Programs**

- Develop and deliver weekly education events that connect tertiary, secondary and community audiences to IMA's exhibitions and associated programs.
- Grow education audiences at the IMA in line with broader strategic objectives.
- Deliver education tours and content to audiences on site and in the digital space
- Pro-actively develop relationships with schools, universities and community groups and communicate IMA's education activities to them.
- Developing curriculum-linked education packs and resources for IMA programming.
- Coordinate the logistics and delivery of education events, including bookings, scheduling, risk management statements and COVID-Safe guidelines.
- Coordinate technical requirements for the professional presentation of IMA's education events including booking specialist staff, supporting technology set

up, recording and photographic documentation of programs, this may include digital delivery of programs.

- Prepare copy and promotional material for the publicity of education programs and events.
- Maintain education programs related communications with staff, participants, and stakeholders.
- Ensure programs and events are created with access, equity and inclusion in mind and that the events can be accessed by people with disabilities or access needs. This includes ensuring duty of care, safety, access and participant/staff wellbeing is part of all program development and delivery.

#### **Administration and Finance**

- Manage annual education programs budget, including income and expenditure
- Prepare high quality monthly/annual reports.
- Manage and track education program attendance and surveys.
- Regularly report on all areas of responsibility.
- Research and pursue funding opportunities to expand the IMA Education offering.

#### **Additional Tasks**

- Attend any IMA, stakeholder and industry events as required
- Assist on occasion with other IMA event delivery eg Annual Gala or venue hires.
- Any other duties as directed.

#### **About the IMA**

The IMA is Australia's longest running contemporary art gallery, and a national leader in the visual arts sector. We play a crucial role in Queensland as the largest independent gallery in the state, and the only Queensland member of Contemporary Arts Organisations Australia.

Each year the IMA presents an ambitious annual program of exhibitions, concentrating on commissioning new works by contemporary artists and connecting them with wider audiences. We also present extensive public programs including talks, tours, symposiums, workshops, as well as educational initiatives for young people and adults. Complementing these activities is the IMA's longstanding and nationally recognised publishing program, that contributes new research to the field of Australian contemporary art and artist practices. These initiatives are tied together through a compelling online presence which includes a dynamic website featuring exhibitions, events, podcasts, e-store, and an interactive archive.

#### **About IMA Education**

The IMA currently hosts a small number of school groups and tertiary students on site throughout the year. Over the coming four years, we want to increase our capacity to support education initiatives and welcome students from across greater metropolitan Brisbane.

- **Tours and Workshops**

IMA tours and workshops can be tailored to your secondary and tertiary group's needs including year group, subject area and unit of study. Drawing on our annual program they offer behind the scenes insights into the exhibition making process through a curriculum linked framework.

- **Education resources**

The IMA produces education packs, video and audio resources to support classroom learning about contemporary art.

- **Teacher Professional Development Days**

The IMA provides exhibition-linked professional development workshops for secondary art teachers. Offering insight into the cutting-edge contemporary art practices we present and strategies for enriching students' written and practical visual arts outcomes.

- **Outreach**

A responsibility of this role will be connecting the sector to our education offerings, booking tours and expanding our education database and relationships.

- **Art Enquirer**

This is a digitally delivered critical writing program for high school students. Presented in partnership with Flying Arts, Art Enquirer is a week-long workshop intensive that offers digital art experiences, skills development, insights from industry colleagues, and culminates in a participant-authored publication.

### **About you**

We are looking for a candidate who is passionate about education and using their skills to bring audiences to contemporary art. A dedicated and motivated individual, you will implement enriching education programs and help shape the future of learning at the IMA.

You will have the ability to translate complex ideas into learning opportunities for a diverse range of students and a sound understanding of the Queensland syllabus. Your track record of building strong relationships, both internally and externally, will set you apart, as will your practical, hands on approach.

### **Selection Criteria**

#### **(Essential)**

- Prior experience in the education sector and/or in education within a cultural institution
- Knowledge of the Queensland and national education syllabus and experience preparing curriculum-linked content
- A passion for and interest in contemporary visual art
- Highly developed written and verbal communication skills
- Excellent project management skills, including the ability to manage staff and delegate tasks
- Ability to build strong and collaborative working relationships both internally and externally

- Sound administrative and time management skills
- Ability to work independently and as part of a small team
- Able to work flexible office hours
- Current Blue card or eligibility to acquire

**(Desirable)**

- Prior experience in a similar role or in an education setting
- Working knowledge of digital event delivery, including ability to edit audio, video and oversee livestream events
- Knowledge of technical requirements such as projectors, laptops, internet connections and audio, ability to trouble-shoot equipment failure
- Experience in applying for and acquitting grant funding
- Current First Aid certificate

**Application Process**

- For more details, including the position description, please visit the IMA's website
- The IMA is also recruiting a Creative Producer, Public Programs. Applications from individuals who are able to fulfill the requirements of both positions will be considered for a full-time appointment. Please submit one application that addresses both selection criteria should you wish to apply for the full-time role
- If you have further questions about the role, please contact Liz Nowell, Executive Director, on (07) 3252 5750
- Applications must consist of a one-page cover letter, two-page (maximum) response to the Selection Criteria, a CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name
- Applications should be sent to Liz Nowell, Executive Director, at [recruitment@ima.org.au](mailto:recruitment@ima.org.au) by **Wednesday 24 March 2021**. Shortlisting will take place soon after and interviews will be held on **Monday 29** and **Tuesday 30 March 2021**. If you are unavailable on these dates please note your alternate availability in your cover letter.

The IMA values diversity in the workplace. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.