

AUSTRALIAN CENTRE FOR CONTEMPORARY ART

The Australian Centre for Contemporary Art (ACCA) plays an inspirational and critical role investing in our artistic and wider communities, leading the cultural conversation and setting the agenda for contemporary art. Our mission is to Do Art Differently – to challenge, connect and resonate – so that ACCA becomes the go-to place to engage with contemporary art now: a platform for artists, and a centre for the exchange of ideas, to reflect and inspire positive change in people and communities.

ACCA was established in 1983 and moved in 2002 to the heart of the Melbourne Arts Precinct – to a purpose-built, award-winning architectural building designed by Wood Marsh – which secured ACCA's position as a leading centre for contemporary art in Australia focusing on creating opportunities for artists and bringing the best international contemporary art to our audiences.

ACCA develops four onsite exhibitions annually, exploring the work and ideas of significant artists from around the world; and commissions ambitious new projects by local and international artists and curators both within and beyond the gallery walls. With a long-standing tradition of adventurous, provocative and ambitious programming, ACCA has an outstanding track record propelling artists' careers, and a significant legacy of major commissions which continue to circulate and influence the understanding, appreciation and recent history of contemporary art.

ACCA Values

Challenging and Inspiring
Inclusive, Open and Welcoming
Integrity and Enterprise
Collegiate and Critically-Engaged

ACCA acknowledges the Wurundjeri people of the Kulin Nation as sovereign custodians of the land on which we work and welcome visitors, who have cared for Country and culture over millennia, and continue to do so. We extend our respect to ancestors and Elders past and present, and to all First Nations people.

ABOUT ACCA EDUCATION

ACCA Education is underpinned by principles of equity, access, and inclusion. ACCA's free Education Program encompasses primary, secondary and tertiary learning programs, professional learning for teachers, school outreach, masterclasses and family art activities, and engages over 12,000 students and educators per annum across the entire state.

We are committed to creating opportunities for increased student participation in and engagement with contemporary art, exhibitions and ideas, especially for students and schools without easy access to contemporary art learning opportunities.

Our programs address the need for student learning opportunities that build on and extend classroom practice by facilitating first-hand experiences with contemporary art, living artists and exhibitions within highly specialised gallery facilities. We seek to support students to have direct, curriculum-aligned, hands-on, and enriching experiences with inspiring contemporary art, empowering them to develop essential skills, knowledge, and creative capacities they need to build rewarding, culturally enriched lives.

In addition to our in-gallery and outreach learning programs, ACCA Education produces quality resources for students and teachers, freely accessible on ACCA's website in the form of exhibition kits, thematic art files, video and audio content.

POSITION DESCRIPTION

Title:	Acting Education Manager (parental leave cover)
Position Status:	Full-time, fixed term, 10-months (with potential to extend depending on parental leave arrangements)
Commencement:	Immediate commencement is preferred. Applications will be assessed, and interviews will take place on a rolling basis
Responsible to:	Artistic Director & CEO (and Executive Director as required)
Location:	The position is based at ACCA with some occasional offsite work required

POSITION PURPOSE

The Education Manager is a senior leadership role within ACCA's team contributing to broad audience engagement and development, as well as to wider organisational strategic initiatives. The Education Manager effectively and strategically leads, develops and manages the design, delivery and growth of ACCA's leading and innovative Education Program for students, teachers, adults and families.

This role develops and delivers high quality programs and resources for students and teachers accessing ACCA's Education Program, to generate growth of audiences for these programs and to maintain and assist with the delivery of access programs.

DUTIES AND RESPONSIBILITIES

Education Program

- Develop and deliver ACCA's Education Program for school and tertiary sectors
- In liaison with the Curatorial team, present a program of interpretative talks and workshops, aligned to the curriculum, that are responsive to ACCA's exhibitions and recent developments in contemporary art
- Manage and oversee ACCA Education's school access and outreach programs for metropolitan and regional schools, including liaison with target schools and overseeing bus services
- Plan and deliver professional learning programs for teachers
- Lead the development and design of creative workshop ideas and activities to deliver to kids and family audiences in collaboration with the Curatorial team
- Manage the preparation, setup, delivery and pack down of education programs and activities
- Research and produce high quality educational resource material for ACCA's online learning platform and other resource libraries, with strong alignment to the Australian and Victorian curricula.
- Liaise with the Marketing and Development team to upload education resources on ACCA's website
- Administer education bookings and manage the education calendar

Program Management

- Conceptualise and strategically plan ACCA's annual Education Program for the school and calendar year
- Manage two staff members: ACCA's Artist Educator and Educator and Program Coordinator and a team of Casual Educators and volunteers
- Train Education staff and guest artists, curators and/or presenters in delivering talks and workshops to education groups
- Manage ACCA's annual Education budget, developing income and monitoring expenses

- Conduct and lead regular program assessment to ensure ACCA's Education Program is responsive to the Australian and Victorian curriculum requirements, and broader education priorities and policy
- Develop and implement evaluation frameworks for ACCA's Education Program
- Undertake program evaluation and monitoring, including feedback, surveys, attendance data, statistics and reports as required
- Liaise with the Marketing and Development team to source new funding streams and prepare content for grant applications and acquittals relating to the Education Program
- Monitor attendance figures and targets, and compile education statistics and reports for funding bodies and ACCA Board
- Liaise with government funding partners

Program Promotion

- Maintain and update ACCA's contact database to strategically promote ACCA Education, access and outreach programs to effectively target priority schools, tertiary and community contexts
- Produce communications for ACCA's website, education resources and marketing, including Education E-News
- Produce promotional collateral that communicates ACCA's teaching strategies and curriculum alignment
- Maintain the Education page on ACCA's website using WordPress
- Create and maintain bookings, event pages and applications using MailChimp, Eventbrite and Typeform
- Liaise with ACCA's Marketing and Development team to update and advise on social media related to ACCA Education
- Liaise with ACCA's Publicist to enhance opportunities for the promotion of ACCA Education in specialist and mainstream media contexts

Other

- Attend and support relevant network meetings and conferences with organisations
- Professionally and positively represent ACCA and its programs within the arts and education sectors
- Assist with the setup and delivery of Public Programs as required
- Collaborate with ACCA's Curatorial and Public Programs colleagues to achieve a strategic and integrated approach to the delivery of programs and projects
- Adhere to ACCA's OH&S and other relevant policies and processes
- Other duties as required by the Executive team

KEY RELATIONSHIPS

Line management: Reports to the Artistic Director & CEO and the Executive Director as required

Works regularly with: Artist Educator, Casual Educators, Curatorial team, Public Programs team

Other internal: Executive Director, Curatorial team, Public Programs and Publications team, Designer, Head of Development and Marketing and team, Visitor Experience Managers and team, Operations Manager, Accounts, other casual staff and volunteers

External: School and academic communities, artists, guest speakers, arts and education communities, funding bodies and philanthropic foundations, contract service providers, special interest groups, members of the general public.

OCCUPATIONAL HEALTH & SAFETY

- The role must ensure familiarity and comply with all Occupational Health and Safety requirements and Safety standards and processes as set out in all relevant policies, procedures, legislation and Acts and participate in meetings, training and other health and safety activities, as required.

TERMS AND CONDITIONS OF EMPLOYMENT

- This is a parental leave cover position, full-time, fixed term, 9-month contract, with potential to extend depending on parental leave arrangements
- The position is based at ACCA with some occasional offsite work required
- Flexible working hours will be required around events and programming

Base Compensation:	\$80,000 per annum
Superannuation (currently 10.5%)	\$8,400
Total Salary Package:	\$88,400 per annum

- This package includes pro rata annual and personal/carer's leave in accordance with the National Employment Standards in the Fair Work Act 2009 (Cth), plus up to three days non-statutory company holiday over Christmas
- Appointment will be conditional upon a three-month probationary period

APPLICATIONS

Immediate commencement is preferred. Applications will be assessed, and interviews will take place on a rolling basis.

All applications close: 11:00pm, Sunday 2 October 2022

To submit your application: Please email one PDF document to jobs@acca.melbourne

Your application should include in a single PDF:

- Response to the key selection criteria (three pages maximum)
- Your current curriculum vitae
- Names and contact details for three referees (including at least two professional referees)

KEY SELECTION CRITERIA

Required:

1. Teaching qualification, with minimum three years' teaching and or facilitation experience in a school or gallery context
2. Experience and knowledge of gallery-based education sector
3. Strong knowledge of education theory and practice, with strong links to teaching and arts networks
4. Strong knowledge and active interest in contemporary art and culture
5. Sound understanding of Victorian and Australian Curriculum requirements for primary, secondary and VCE students
6. Professional experience in programming, with an interest in innovative teaching and programming strategies
7. Demonstrated commitment to delivering accessible programs that alleviate barriers to audience participation
8. Excellent administrative, planning and project management skills
9. Proven ability to work as a collaborative and consultative team leader with ability to work independently
10. Excellent communication skills, including written and verbal presentation skills, with a strong understanding of writing for, and speaking to various audiences
11. Demonstrated competency with Microsoft Office, especially MS Excel, Adobe Creative Suite, Outlook, Zoom, Google Classroom

Desirable:

1. Interest in interdisciplinary programming initiatives that connect to cross-curricular priorities, capabilities, and subjects including STEM

ACCA is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation.

We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, those identifying as LGBTQIA+ and people from culturally diverse communities.

ACCA is committed to providing reasonable adjustments for individuals with disability throughout the recruitment process. Please advise Laura De Neefe if you have support or access requirements at any stage of this recruitment process via laura.deneefe@acca.melbourne or call (03) 9697 9999.

ENQUIRIES

Enquiries about the role should be directed to: Felicia Pinchen-Hogg, Education Manager, call (03) 9697 9999 or email: felicia.pinchen-hogg@acca.melbourne