

## POSITION DESCRIPTION

Position title: **Learning Manager**

Reports to: Head of Curatorial and Learning

Roles reporting to this one: Learning Officer and Casual Learning Officers

### About Bundanon

Bundanon is undergoing a significant transformation, with the construction of a new art museum, education facilities and associated accommodation and café/dining to support a wide range of cultural, tourist and commercial customers. Once complete, the site will be able to host 96 overnight visitors with catering for day visitors, students, venue hire and the small conferencing market. The Learning Manager will be an integral part of Bundanon's Curatorial and Learning team and play a key role in the development of Bundanon as a significant cultural destination nationally and internationally. Further information on Bundanon's expansion can be found at <https://www.bundanon.com.au/art-museum-build/>.

Bundanon is a unique national and international arts and education organisation situated in regional Australia. Home to a valuable \$46M art collection, bequeathed by artist Arthur Boyd, and augmented by a significant contemporary art collection, the organisation creates residential learning programs for students of all ages and operates Australia's largest artist in residence program. Our distinctive public programs bring audiences together with leading artists from all fields, scientists, and local voices. More detail on the history of Bundanon, its vision and program, can be found here: [www.bundanon.com.au](http://www.bundanon.com.au).

### About this role

The Learning Manager, with other relevant staff, will lead Bundanon's unique day and residential arts learning programs within the context of a nationally significant cultural institution. Bundanon is seeking to extend its practice-based visual arts and design programs to respond to learning opportunities across the curriculum for primary and secondary schools, tertiary learning, and a wide range of other customers including programs for children, adults, and people with special needs.

The position holder will provide leadership in defining appropriate pedagogic frameworks to interpret the cultural, architectural, and environmental heritage of Bundanon to a range of participants, and to further develop the Learning program's engagement with contemporary art practice, across all disciplines. An interest in place-based learning would be an advantage.

The Learning Manager will have a background in school or tertiary teaching, preferably with museum learning and/or practice-based community learning experience. Management experience is essential, as is a strong knowledge of both schools' curricula, tertiary learning models and other current learning frameworks. A nationally informed contemporary perspective on the interface between the professional arts, formal education frameworks and community learning is essential.

## OVERALL RESPONSIBILITIES

- Provide leadership in Bundanon's Learning programs and maintain strong connections with the Learning, community, and arts sectors.
- Develop pedagogic strategies, teaching programs and supporting documentation that reflect Bundanon's arts priorities.
- Manage staff, budgets, and planning timelines.

## KEY CHALLENGES

- Balance financial imperatives with expanding opportunities for Learning and arts outcomes
- Integrate Learning programs with Bundanon's Art Museum and Artists in Residence programs

## SELECTION CRITERIA

### Essential

- Relevant tertiary qualifications in Education and the arts, and/or extensive job-related experience.
- A successful track record of developing and delivering education programs in a formal learning, museum, arts, or community environment.
- Knowledge of the formal education sector, including curriculum requirements, and the opportunities and barriers to school's participation in external programs.
- Experience working with arts companies, community providers and/or other agencies to develop engagement opportunities for people of all ages and abilities.
- A commitment to engagement with First Nations cultural imperatives.
- Demonstrated experience in budget and resource management.
- Demonstrated experience in supervising and managing staff and working within a multi-disciplinary team environment.
- Highly developed problem-solving, analysis, research, reporting and evaluation skills.
- Excellent negotiation, interpersonal and communication skills.

### Desirable

- A commitment to experiential, place-based and object-based learning.
- Strong connections to both contemporary education and arts industries, responding to the growing need for self-determining students of all ages.
- An interest in site-based learning and interpretation.

In your Cover Letter, please demonstrate the following:

- A keen interest in cross-curricular learning strategies and models, and able to draw on the best of innovative education models to enable the next generation of cultural and environmental custodians.
- A place-based thinking approach to the interpretation of Bundanon's unique cultural, historical, and environmental resources in the development of Learning programs.
- Commitment to leading best-practice teaching and communication by example.

The position requires:

- Flexibility with regards to working hours.
- Up-to-date knowledge of relevant computer software systems, particularly the Office 365 suite
- Current NSW Class C driver's licence.
- A good level of physical fitness and endurance as this role involves field work.
- Satisfactory Working with Children clearance and National Police Check

## **DUTIES AND RESPONSIBILITIES**

### **Lead Bundanon's Learning and Outreach programs**

- Work with the Head of Curatorial and Learning and other staff to develop Bundanon's unique day and residential arts learning programs.
- Develop pedagogic strategies that reflect Bundanon's arts priorities.
- In conjunction with other staff, contribute to site and Collection interpretation, including culturally, environmentally, and historically significant aspects of Bundanon.
- Provide intellectual and practical leadership to the Learning Team at Bundanon by demonstrating excellence in teaching practice.

### **Develop teaching programs and tools**

- Work with representatives of the formal education sector, at all levels, and community-based Learning providers to initiate innovative, best-practice, teaching models appropriate to Bundanon and relevant to client agencies.
- Develop teaching programs and supporting documentation that are relevant to the K-12 arts curriculum of the following: Australian Curriculum, NSW Department of Education, curricula of other states and territories and the International Baccalaureate.
- Research and implement programs which address other relevant areas of the school curriculum, cross-curriculum priorities and enable wider community participation.
- Regularly review teaching strategies and tools and remain in touch with current thinking regarding best-practice approaches to child and adult learning.
- Review, research and develop Learning resources and materials (printed and digital).

### **Budget and resource management**

- Develop a budget framework for the program at Bundanon and monitor expenditure and income.
- Recommend efficiencies and manage resources, including staff, to ensure the delivery of high quality, cost effective, programs.
- Liaise with the Customer Services Manager and relevant Operations staff re site infrastructure and Learning program requirements.
- Liaise with the Development Manager to identify opportunities for funding, report on funded programs and share outcomes.
- Assist with grant proposals in conjunction with other staff and ensure that reporting requirements are met, including grant acquittals.

### **Administration of Learning programs**

- Facilitate enquiries and bookings for existing and potential clients
- Prepare and update Bundanon's database, coordinating the calendar, rosters, and casual Learning staff.
- Administer correspondence, records, and statistics for the Learning program for reporting purposes.

### **Staff management**

- Coordinate meetings and liaise with casual staff regarding rosters and teaching arrangements.
- Roster, supervise and support Learning program staff.
- Identify appropriately skilled individuals to deliver Learning programs at Bundanon on a casual basis and monitor their performance.
- Participate in performance reviews of relevant staff and recommend staff development opportunities.

**Other requirements**

- Participate in the Curatorial and Learning team at Bundanon and attend whole of staff meetings and activities.
- Work with and manage internal project teams and working groups.
- Participate in developing documentation of programs and social media opportunities with the Marketing team.
- Contribute to Bundanon's reporting requirements to its public and private funders.
- Demonstrate an ability to manage competing priorities and stakeholders.

Other duties as directed.

Under the Anti-Discrimination Act 1977 (NSW), it is unlawful for any employer, to discriminate against an employee or role applicant because of characteristics such as sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality, or gender identification. The Trust is committed to ensuring that our working environment is free from discrimination and harassment. Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee (or contractor) who breaches the policy.

To apply, please send a cover letter, a statement against the selection criteria listed above and a full CV including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Atul Joshi, Manager Corporate Services

atul@bundanon.com.au

or via post to Bundanon, PO Box 3343, North Nowra, NSW 2541, Australia  
by 5pm, Monday 2 August (or be postmarked 2 August if sending by post).

Enquiries should be directed to:

Sophie O'Brien, Head of Curatorial and Learning

sophie@bundanon.com.au