

## POSITION DESCRIPTION

**Job Title:** Education Officer

**Reports to:** Department: Education and Learning

### About the Hellenic Museum

The Hellenic Museum is Australia's only museum dedicated to showcasing the transformational power of Greek art, history & culture. We are a public, not-for-profit organisation run by a small team of skilled arts and culture professionals and a passionate group of volunteers.

Together, our mission is to share the prolific impacts of Greek history, to reimagine, respond to and re-contextualise the past in new and exciting ways, and, to challenge and inspire our audiences to act for a better tomorrow.

Science, politics, philosophy and democracy are just some of the gifts the ancient Greeks gave the world. At the Hellenic Museum, we believe these are not dead concepts or stale history lessons, but a live framework for progressive thought that has been woven into all humanity's subconscious.

Our exhibitions span 8,000 years, from the ancient to the contemporary. Many of the antiquities we care for and display within our exhibitions have come to us through relationships the Museum has fostered with Melbourne and Australian collectors, as well as internationally, most notably with the Benaki Museum in Athens.

In line with our vision to contextualise Hellenism and its potential impacts for modern Australian audiences, we've also created the *Dialogue Series*: ongoing artist commissions that interpret and respond to Hellenism through the artist's chosen contemporary medium. To date, works in this series have included Bill Henson's *Oneiroi* (2015), Sam Jinks' *The Messenger* (2019), PichiAvo's *Renegades* (2020) Loretta Lizzio's *Well Behaved Women* (2021) and Ox King's *Memento Mori* (2022).

These exhibitions are complemented by a robust suite of regular events, educational workshops and public programming that engage audiences of all ages.

### About Hellenic Museum Education

The Hellenic Museum Education program aims to engage all participants and audiences in a rich learning culture, which spurs an active interface between people, cultures and the contemporary world. Our program aims to generate learning beyond traditional models of 'educating'.

This approach supports our holistic vision of cultural exploration, spanning Antiquity to modern realities. Participants of the Hellenic Museum Education Program do not simply come to a museum or a classroom - they enter a new world of thinking and problem-solving. A world where they can touch, wonder, question, innovate and explore diverse perspectives.

We aim to position history and culture as a starting point for participants to become 21st-century citizens. The program draws directly on the cultural heritage of Greece to create multidisciplinary education programming. Our programs are aligned with STEAM learning, the F-10 and VCE Victorian

Curriculum and global pedagogical innovations - to engage primary, secondary, tertiary and adult learners, and the teaching community in a life-long learning culture.

## **About this Position Description**

This position description is intended to provide an overview of the role and may change from time to time in accordance with current business work plans.

All training will be provided via comprehensive induction, onsite supervision and ongoing sessions where required.

## **Purpose of Job/Key Objectives:**

### **Description**

The Education Officer plays an important role in the Hellenic Museum team. As an Education Officer, you will provide an exceptional experience and standard of service to every visitor, encouraging active engagement with the collections, events and education programs at the Hellenic Museum. The role also works creatively and collaboratively with the Director and the Education and Learning Programs Manager on the development, administration, project management, production, delivery and reporting on events, educational & public programs. This position reports directly to the Education and Learning Programs Manager.

The responsibilities of this role regularly overlap and intersect with wider artistic programming at the Hellenic Museum, and require flexibility in contributions to events, educational programming, and other initiatives.

## **Principal Duties/Tasks and Responsibilities**

### Education Programs: Research & Development

- Develop and deliver innovative and Victorian Curriculum-aligned educational programming to encourage deeper participation and engage new and existing school audiences at the Hellenic Museum
- Work collaboratively and respectfully in a team environment to develop creative and inclusive learning experiences
- Maintain a high level of quality in the delivery and presentation of programs.
- Deliver talks, workshops and activities in partnership with internal and external parties
- Build meaningful relationships with teachers and schools to help build the Museum's education partnerships
- Collate, evaluate and apply participant satisfaction to determine the success of programs

delivered

- Work with the Hellenic Museum curatorial team to create exhibition-aligned education content and programs;
- Engage with, and develop professional learning opportunities for teachers
- Create content for Museum social media and marketing channels as required
- Undertake continuous learning and professional development to ensure Hellenic Museum Education remains at the forefront of museums and humanities experiences;
- Proactively work with HM's volunteer resources to enable and enhance events and programming
- Maintain a current understanding of the Commonwealth Child Safe Framework and ensure its principles are applied to Hellenic Museum activities.

## Visitor Experience

- Deal with all visitor enquiries and comments in a timely and efficient manner by ensuring full and up-to-date knowledge of the Hellenic Museum's programs
- Actively engage visitors in the work of the institution to encourage meaningful engagement
- Deliver exhibition tours, introductory talks and OBL experiences as appropriate.
- Actively welcome schools and other groups, ensuring that positive relationships are built, contributing to the quality and sustainability of the Education Program.
- Develop partnerships to encourage educational and community collaboration.

## General Duties & Administration

- Provide ongoing consultation, regular reporting and advice to key management and stakeholders on the Education program;
- Ad-hoc duties as required;
- Assist with working at events in the Museum (including additional days, nights and weekends as reasonably requested)

## Personal Attributes

- Abide by and actively embrace the mission, vision and values of the Hellenic Museum.
- Work and act in line with the Museum's plan for its existing plan and future growth strategy;
- A willingness and experience in managing diverse projects, with the ability to identify opportunities for collaboration, commercial growth and coordination across internal and external stakeholders;
- Be self-motivated, proactive, adaptable and take initiative to actively seek solutions for issues as they may arise.

## Key Qualifications & Knowledge

### *Mandatory*

- Current Working with Children and Police (National Police Certificate) Checks.
- Current Driver's Licence and own car.

### *Preferred*

- Tertiary qualifications in Education and/or Museum Studies;
- Candidates with a demonstrable knowledge of ancient and Modern Greece and the Mediterranean region
- Candidates with experience in the arts and culture sector.

*Highly Desirable*

- Classroom teaching experience of the Humanities;
- Fluent to intermediate in Modern and/or ancient Greek;
- Experience working with artists and makers

**Key conditions of employment:**

Location: Hellenic Museum or offsite as required

Contract: Part-time ongoing

Days per week: 3

Rate: \$30 per hour + 11.5% super