



POSITION DESCRIPTION

Global, Culture and Engagement

Learning Experience Facilitator

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

POSITION NO	Casual position
CLASSIFICATION	HEW 4.1
SALARY	\$49.79 per hour
SUPERANNUATION	Employer contribution 10%
WORKING HOURS	Ad-hoc casual hours
BASIS OF EMPLOYMENT	Until 22 December 2025
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Complete the Application Form online, uploading a CV and cover letter as outlined in the form. https://forms.gle/YVVoArwgsP4r8VmF6
CONTACT FOR ENQUIRIES ONLY	Marie Kinsey, Learning and Outreach Manager (STEAM) marie.kinsey@unimelb.edu.au Eloise Breskvar, Learning and Outreach Manager (Visual Arts) eloise.breskvar@unimelb.edu.au <i>Please do not send your application to these contacts</i>

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrang people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The University of Melbourne has endorsed a vision to unify its museums and collections under the umbrella of a Cultural Commons. This integrated strategy will guide the University's cultural estate to enhance scholarly and public value and strengthen the University's global cultural standing.

A new Museums and Collections Department has been established to ensure coordination and alignment with University objectives. The Department is responsible for Buxton Contemporary, Science Gallery Melbourne, Ian Potter Museum of Art, Old Quadrangle Treasury, and the Grainger Museum.

The aim of the Department is to build a collaborative and flexible network around the University's cultural assets so students, staff members local and global communities gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

Guided by the academic and civic pursuits of the University, the University of Melbourne has developed a cultural strategy with the following goals:

1. Ensure UoM Museums, and collections are appropriately managed supported, and integral to Melbourne's cultural fabric
2. Enrich the social and intellectual life of our students and communities in order to empower them with the skills, resilience, courage and creativity to address the great challenges of our time.
3. Ensure communities feel connected and engaged with our programs, our place and our collections
4. Provide academics and students with enhanced access to a unique set of assets for research and teaching
5. Develop an internationally active model of best practice museology that is admired and adopted by other leading Universities across the world.

As a member of the Museums and Collections Department's Learning Team, the Learning Experience Facilitator works alongside colleagues to ensure an inclusive workplace and genuine collaboration with Aboriginal and Torres Strait Islander peoples.

The primary function of the Learning Experience Facilitators will be to manage school groups and deliver innovative and creative exhibition experiences and workshops to students on-site from Tuesday through to Friday at Buxton Contemporary, Science Gallery Melbourne, Potter Museum of Art and other Museums and Collections venues. The position will be located at the University of Melbourne with the potential to work off site at schools.

Learning Experience Facilitators will form a team and work alongside the broader Learning Experiences Team to co-create STEAM and Visual Arts learning experiences for high school students that are surprising, inclusive, engaging and creative.

1. *Key Responsibilities*

- Facilitate the delivery of dynamic STEAM and Visual Arts exhibition experiences, tours and workshops, including digital programs, for high school and primary students from Tuesday through to Friday on-site at Buxton Contemporary, Science Gallery Melbourne, Potter Museum of Art and the University of Melbourne, and off-site at secondary schools.
- Use knowledge, experience and imagination to assist in the co-creation of learning programs that are surprising, inclusive, engaging and creative.
- Organise and operate equipment, learning resources and spaces, and material needs for learning programs.
- Support, report to and collaborate with the Learning and Outreach Manager (STEAM) or Learning and Outreach Manager (Visual Arts), and work with the broader Learning Experiences Team.
- Contribute to the evaluation and reporting processes of the Museums and Collections Learning Team.
- Assist with the implementation of processes and policies including educational, COVID safe, OHS, Child Safety and other regulatory policies.
- Undertake and maintain relevant professional development/knowledge at a high standard, undertake and maintain relevant professional development/knowledge at a high standard, including cultural safety and emotional CPR training.
- Support a culture of achievement that acknowledges the input of others and maintains a safe and productive work environment that is free from discrimination, bullying and harassment.

2. *Selection Criteria*

2.1 ESSENTIAL

1. A vocational or tertiary qualification, or studying towards completion of a qualification, in Education, Science, Mathematics, Engineering, Technology, Visual Arts, Humanities, or other relevant disciplines.
2. Experience or demonstrated interest in delivering innovative STEAM and/or Visual Arts tours, workshops and creative programs for diverse secondary and primary school audiences.
3. Demonstrated ability to work independently as well as cooperatively as part of a team, building and maintaining positive relationships.
 - Demonstrated ability or willingness to encourage and engage with students from diverse backgrounds, learning abilities and subject focus areas in a variety of activities.
 - Excellent interpersonal, communication, presentation and facilitation skills, particularly when working with children aged 7-12 years old, and young people 13–18 years old.
 - Demonstrated willingness to understand, interpret and deliver STEAM, Visual Arts and Humanities curriculum outcomes.
 - Demonstrated ability or willingness to understand, interpret and deliver art tours, including communicating Aboriginal and Torres Strait Islander Peoples' knowledges, cultures and perspectives.

2.2 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.

- Occasional work out of ordinary hours, travel etc.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will report to the Learning and Outreach Manager (STEAM) or Learning and Outreach Manager (Visual Arts).

3.2 PROBLEM SOLVING AND JUDGEMENT

Professional knowledge is required, which comes from professional qualifications and/or professional experience in the creative industries.

3.3 RESOURCE MANAGEMENT

The Learning Experience Facilitator role has no direct reports.

3.4 BREADTH OF THE POSITION

Chancellery-led strategy and initiatives are developed consultatively and impact at the University-wide level.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

The Museums and Collection Department aims to build a collaborative and flexible network around the University's cultural assets to enable students, staff members local and global communities to gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice. The objectives of the Department are as follows:

- o To further the University's academic mission through new pedagogical and engagement opportunities;
- o To respect the past and lead into the future by providing a platform for students, staff and communities to gain access and an understanding of the contemporary and traditional cultures, values and knowledges of Indigenous Australians, and
- o To serve the community within and beyond the campus boundaries by capitalising on the University's substantial cultural estate to build a global reputation, student and public engagement. The Department sits within the Global, Culture and Engagement Division of The University of Melbourne Global (including Asialink and Australia India Institute); Policy and Government Relations; Strategic Intelligence; Business Strategy and Projects; University Museums and Collections; University Performing Arts; Engagements, and Community and Cultural Partnerships. The Deputy Vice-Chancellor (Global, Culture and Engagement) works closely with the deans and other members of the University's senior leadership team to develop and implement University strategy and associated initiatives.

6.2 BUDGET DIVISION

<https://staff.unimelb.edu.au/about/chancellery/engagement>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of

education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>