

POSITION TITLE: Training and Professional Development Coordinator

LOCATION: Brisbane

TERMS OF EMPLOYMENT: Full time OR part time (80%)

REPORTS TO: Manager Training and Professional Development, Museum and Gallery Services Queensland Ltd.

PURPOSE

To support and assist the development and coordinate the service delivery of the Training and Professional Development Program (TPDP) and other relevant program activities undertaken by Museum and Gallery Services Queensland Ltd (M&GSQ).

SCOPE

Working primarily within the Training and Professional Development Program (TPDP) to support the delivery of high quality programs for M&GSQ to the gallery and museum sector in Queensland including Indigenous programs.

To assist the Manager Training and Professional Development to grow and develop the TPDP to service the demands of the sector for a range of increased activities including workshop programs and high-end skills programs.

The position requires a mix of education and/or training experience in the collecting and exhibiting sector, administrative and organisational skills, event management and communication skills.

DUTIES

- Under the supervision of the Manager Training and Professional Development, provide administrative support to, and assist in the delivery of the overall TPDP by: responding to sector enquiries; maintaining administrative systems and records; managing agreed project delivery; participating in the planning and coordination of meetings and undertaking research and project development activities as required.
- Under the supervision of the Manager Training and Professional Development coordinate the development and delivery of agreed projects or events each year within the TPDP program.
- With the Manager Training and Professional Development, liaise with the Standards Community Network of sector participants, their stakeholders, industry reviewers and coordinate the delivery of the annual M&GSQ Standards program: a joint program with MGnsw.
- Contribute to the design, delivery and presentation of workshops and professional development opportunities to meet identified sector needs.
- To prepare promotional material and media releases, liaise with the sector, stakeholders and media to market M&GSQ Training and Professional

development initiatives.

- To research and prepare web based publications eg grant handout, education and training handout and prepare alternative delivery of training and professional development such as podcasts/ audio visual material for download, blogs and other social media.
- To undertake research and contribute to the development of briefs and funding proposals for new initiatives.
- To contribute to the evaluation of all program activities.
- Any other duties within the scope of the program of M&GSQ as determined from time to time by the Manager Training and Professional Development or the Executive Director.

KEY REQUIREMENTS

1. A relevant tertiary qualification preferably in museum or gallery studies, arts/cultural heritage education or equivalent industry experience.
2. Experience in the development and delivery of Training and Professional Development within a relevant arts/cultural heritage related organisation or education institution.
3. Ability to communicate effectively with diverse audiences and stakeholders including excellent written and verbal communication and interpersonal skills.
4. Project and/or events management skills demonstrating resourcefulness, an ability to plan and coordinate programs and to think laterally.
5. A strong background in administrative systems, demonstrating excellent computer skills across a range of PC and MAC programs and databases.
6. Personal time management skills with the ability to work to deadlines and to deliver accurate and detailed data and relevant materials within agreed timeframes and budgets.
7. A demonstrated ability to work independently as well as to operate effectively within a small team working with limited resources to deliver multiple projects to tight deadlines.

SECONDARY REQUIREMENTS

1. The ability to utilise specialised training and evaluation program software, undertake desktop production and develop web-based programs.
2. A knowledge of the museum and gallery sector and good networks within Queensland and/or interstate would be well regarded.
3. Demonstrated ability to plan and implement communication strategies to promote the program and to write press releases and liaise with the media.

SALARY AND CONDITIONS

A starting salary in the range of \$40,000 gross per annum plus superannuation guarantee and leave loading will be negotiated with the successful candidate. The position may be either full-time or part-time (80% pro rata), based on a 35 hour week, and is situated at the company's office at 381 Brunswick Street, Fortitude Valley, Brisbane.

APPLICATION

A written application, addressing the Key and Secondary Requirements as indicated above, should be forwarded by email or in hard copy no later than **Monday 21 January 2008**.

Applications should be addressed as follows:

Rebekah Butler
Executive Director
Museum and Gallery Services Queensland
Level 3, 381 Brunswick Street
Fortitude Valley Qld 4006

Email: rebekah.butler@magsq.com.au