



## **EDUCATION COORDINATOR**

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### **POSITION DESCRIPTION**

<b>Location</b>	Any (within Australia)
<b>Reporting to</b>	Penelope Benton, Executive Director
<b>Working with</b>	NAVA staff; key stakeholders, partners and media; NAVA Members
<b>Position type</b>	One-year renewable contract with a 3mo probation period. Flexible working arrangements can be negotiated, and the role may be filled by multiple individuals working in a part-time capacity.
<b>Salary details</b>	\$70K pa negotiable + 10% superannuation + 17.5% holiday leave loading
<b>Employment period</b>	From March 2022

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The National Association for the Visual Arts (NAVA) acknowledges the Gadigal peoples of the Eora Nations where our office is currently located and all Custodians of Country throughout all lands, waters and territories. Sovereignty has never been ceded. We pay our respects to Elders past, present and future.

NAVA leads advocacy, policy and action for an Australian contemporary arts sector that's ambitious and fair. Through the Code of Practice for the Professional Australian Visual Arts, Media, Craft and Design Sector, we set national best practice standards for the industry.

### **POSITION SUMMARY**

The Education Coordinator(s) is a new role and will be responsible for planning, developing, and piloting a new Code of Practice learning program for secondary and tertiary schools which introduces aspiring artists and arts sector workers to the fundamentals of developing a professional career. The Education Coordinator(s) will also undertake strategic planning to build education sector alliances and reinvigorate NAVA's tertiary learning resources with the updated Code and leading sector learning across Australia.

The Education Coordinator(s) will proactively build and draw upon existing networks in the fields of education and visual art. They will be supported to build partnerships with educational institutions and develop innovative initiatives to reach new audiences and contributors. The Education Coordinator(s) will be self-motivated, have experience developing enriching education programs, and have strong networks in the education sector.

This is a hands-on position in a small team, where they will be expected to work across all aspects of event planning and delivery. To meet the objectives of the role, flexible working arrangements can be negotiated, and the role may be filled by multiple individuals working in a part-time capacity.

NAVA is an Equal Opportunity Employer. We strongly welcome applicants from First Nations, culturally diverse, disability and Deaf, and/or marginalised communities.

## POSITION DESCRIPTION

### OVERVIEW

- Develop and deliver education resources that connect tertiary, secondary and community audiences to NAVA's Code of Practice.
- Grow education audiences for NAVA in line with broader strategic objectives.
- Work with the Executive Director, Advocacy and Communications Manager and broader team to develop relationships with schools, universities and community groups and communicate NAVA's education activities to them.
- Developing curriculum-linked education packs for NAVA.
- Collaborate on the production and facilitation of NAVA events.
- Support the coordination of logistics and delivery of education events as required, including bookings, scheduling, risk management statements and COVID-Safe guidelines.
- Coordinate technical requirements for the professional presentation of NAVA's education events, this may include digital delivery of programs.

### NETWORKS AND KEY RELATIONSHIPS

- Develop and nurture effective relationships with key partners and stakeholders to promote NAVA's education programs to secondary and tertiary audiences nationally including, but not limited to, peak education bodies, schools and universities, state and territory government departments and the broader art gallery education community.
- Actively identify communities and organisations to encourage collaboration on shared values and broaden our collective reach.
- Promote NAVA's programs to existing and new audiences.
- Connecting with new and emerging artists to ensure future generations of professionals are building in best working conditions from the earliest points of their careers.

### SHARED RESPONSIBILITIES

- Contribute to NAVA's strategic planning both formally and informally.
- Support the NAVA Membership responsively through phone and other queries.
- Report to the Executive Director on coordinating relevant budgets.
- Contribute to an organisational culture of collaboration, inspiration, and safe working.
- Work as part of the broader NAVA team in the development and delivery of NAVA's Reconciliation Action Plan and other initiatives.

### WHS

- Ensure programs and events are created with equity and inclusion in mind and that the events can be accessed by people with access needs. This includes ensuring duty of care, safety, access, and participant/staff wellbeing are part of all program development and delivery.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by the duty of care provided for in the WHS legislation.



- Cooperate with management in its fulfilment of its legislative obligations.
- Participate in the development of a safe and healthy workplace.
- Report any injury, hazard or illness immediately, where practical to the Executive Director.

## SELECTION CRITERIA

### (ESSENTIAL)

- Prior experience in the education sector and/or in education and the visual arts.
- Demonstrated experience in creating education resources including guides, workshops, in-class resources and other materials.
- Knowledge of the national education syllabus and experience preparing and delivering curriculum-linked content.
- A passion for and interest in contemporary visual arts and craft, including artists.
- Highly developed written and verbal communication skills.
- Ability to build strong and collaborative working relationships both internally and externally.
- Ability to work independently and as part of a small team.

### (DESIRABLE)

- Working knowledge of digital event delivery, including ability to edit audio, video and oversee livestream events.
- Knowledge of technical requirements such as projectors, laptops, internet connections and audio, ability to trouble-shoot equipment failure.
- Experience in applying for and acquitting grant funding.

## APPLICATION PROCESS

- After reading through this document, please contact Penelope Benton, Executive Director with any questions about the role and/or the organisation via [recruitment@visualarts.net.au](mailto:recruitment@visualarts.net.au)
- Your application is to consist of a one-page cover letter, written response to the selection criteria outlining your interest and suitability for the role, current CV, and the names and contact details of three professional referees – emailed as a single PDF.
- Applications should be sent to Penelope Benton, Executive Director via [recruitment@visualarts.net.au](mailto:recruitment@visualarts.net.au)
- After the close of application on 6 February 2022, shortlisting will quickly take place.
- While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally.
- Interviews will take place via Zoom on 15 February 2022. If you already know that you are unavailable at this time, please mention this in your covering letter.

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