

POSITION DESCRIPTION

Position: Public Programs Coordinator
Location: Thornbury, VIC
Term: Fulltime, 12 months fixed term

BACKGROUND

The Islamic Museum of Australia (IMA) provides educational and cross-cultural experiences and showcases the artistic and cultural heritage of Muslims in Australia and in Islamic societies abroad. It aims to foster community harmony and facilitate an understanding of the values and contributions of Muslims to Australian society.

POSITION SUMMARY

The Public Programs Coordinator will be responsible for coordinating the end to end planning and delivery of the Museum's programming and events including art workshops, school holiday programs, education and youth programs and larger scale events including the IMA's annual Gala Dinner and Eid Festivals.

REPORTING & RELATIONSHIPS

Reporting

Reports to: Media and Marketing Manager
Direct reports: nil

Relationships

Internal: Staff
External: Community – including youth, stakeholders, contractors and suppliers

KEY ACCOUNTABILITIES

- Project manage and deliver a range of onsite and online programs that engage diverse audiences, including school holiday programs for children, art workshops for adults, and family festivals and events in consultation with Media & Marketing Manager.
- Assist with the development of a rolling Public Programs calendar of events and activities, including program design of new opportunities that fit within the Museum's mission, strategic direction and audience profiles.
- Develop and maintain relationships with artists, educators, other service providers and stakeholders for the delivery of unique and specialised programs.
- Actively engage with community organisations and local government to deliver outreach programs in the community, including program delivery at local libraries, arts and cultural festivals.
- Write and coordinate grant submissions on behalf of the IMA, with a focus on seeking funds to support the IMA's public programs calendar.
- End to end coordination of funded programs.
- First point of contact with stakeholder/funding partner for funded projects including the coordination of project evaluation and report writing associated with successful grants including progress reports and acquittals.
- Coordinate special events & projects including Eid Festivals, the annual Gala Dinner and the ground breaking Museums Together program in collaboration with the Jewish Museum.

KEY SELECTION CRITERIA

Education / Qualifications / Specialist training

Desirable:

- Degree in Event Management or similar (desirable)

Experience / knowledge

- Minimum three years' experience at an arts/cultural institution in a public programing or events role with similar accountabilities.
- Demonstrated experience in end to end project management of public events
- Excellent interpersonal and communication skills.
- Proven experience in coordinating several projects simultaneously, the ability to prioritise tasks accordingly and meet all deadlines.
- High proficiency in the use of the Microsoft Office suite and Zoom (familiarity with Google for Business is desirable).

Skills & attributes

- Proven ability to work both autonomously with limited supervision and as part of a team.
- Demonstrated ability to build a rapport with colleagues and other stakeholders from diverse backgrounds.
- Excellent attention to detail.
- A broad appreciation for arts and culture and a genuine interest in sharing Islamic arts and Muslim cultures and contributions with the wider community.
- A willingness to work with people from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY

Implement and maintain health and safety standards and procedures according to legislation and consistent with IMA's policy and demonstrate effective leadership on OHS matters, including COVID-safe practices.

OTHER DUTIES

- Required to undertake other duties as directed by direct line supervisor and other managers including supporting the Education team with school tours of the Museum.
- Some additional out of hours' work required including weekends and school holidays.

ELIGIBILITY AND APPLICATION PROCESS

Eligibility

Candidates must be an Australian citizen or permanent resident.

The incumbent must have a valid Victorian Working with Children Check prior to commencing.

The incumbent must provide the IMA with a copy of their COVID-19 vaccination digital certificate prior to commencing.

To apply

Please **address all of the key selection criteria in a covering letter** (maximum four pages), and send together with a copy of your resume to meinee.cheong@islamicmuseum.org.au by 5pm, Friday 10 December.

Applicants who have not addressed the key selection criteria will not be considered.

Please note interviews may commence and an appointment may be made prior to the closing date. **We highly recommend applications are submitted asap.**