

POSITION DESCRIPTION

Position: Museum Education Administrative Support Officer
Location: Melbourne, VIC
Term: Full-time, fixed 12 month contract

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 IMA is seeking an enthusiastic Museum Education Support officer to work with our Education team to develop and implement programs and resources targeted to Victorian school and community groups.

REPORTING & RELATIONSHIPS

Reporting

Reports to: National Education Manager
Direct reports: Nil.

Relationships

Internal: Staff
External: Schools, Community and Stakeholders.

KEY ACCOUNTABILITIES

- Support in the delivery of educational tours in the museum.
- Support in the delivery of programs externally, such as incursions.
- Support Education team with maintenance of the online education platform
- Support with our volunteer program in collaboration with the Community Engagement Manager.
- Actively consult and liaise with the community to collect data that will inform the ongoing development of our education programs.

- Establish and maintain strategic relationships with all educational groups in Victoria.
– private, Catholic and government in support of National Education Manager.
- Contribute to funding applications, submissions and evaluation reports.

KEY SELECTION CRITERIA

Education / Qualifications / Specialist training

Essential:

- Cert IV in Business Administration or similar

Desirable

- Cert III in Education Support

Experience / knowledge

- Demonstrated experience leading presentations to diverse groups of people of all ages and abilities.
- Excellent interpersonal and communication skills.
- High proficiency in the use of ICT platforms, including but not limited to Microsoft Office suite, Google for Business and Zoom.

Skills & attributes

- Proven ability to work both autonomously with limited supervision and as part of a team.
- Demonstrated ability to build 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, culture and history 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 other members of the Education team as needed.

ELIGIBILITY AND APPLICATION PROCESS

Eligibility

Candidates must be an Australian citizen or permanent resident.

The incumbent must have a valid Working with Children Check in the relevant state/territory that they will be working in prior to commencing the role.

The incumbent must also 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 education@islamicmuseum.org.au.

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