
Education Volunteer

Position Description

Reports to	Education Manager / Visitor Services & Volunteer Program Manager
Department	Education & Visitor Services
Salary	Volunteer Role
Term	Ongoing

About Heide

Heide Museum of Modern Art (Heide) offers an inspiring, educational and thought-provoking experience of modern and contemporary art, architecture, social history and gardens.

Heide presents 10-14 exhibitions per year, across five galleries, with associated publications, public and education programs.

The Heide Collection comprises approximately 3,500 works in all media, and includes a significant representation of Australian modern art by key artists from the 1930s to the 1950s. It offers a perspective on modern and contemporary art practice, as well as Heide history.

About the Education Department

Heide education programs offer a variety of ways to interact with and learn from Heide-exhibitions, history, collection, gardens and grounds.

The Education Volunteer program aims to develop a team of skilled and dedicated individuals who can guide students and teachers through Heide exhibitions and talk about artwork; providing a bridge between the museum and school audiences. Education Volunteers are qualified and enthusiastic teachers or other professionals with related skills who support the delivery of our dynamic and interactive education programs and events.

The Visitor Services Volunteer Program aims to develop a dedicated team of individuals who have a broad, general understanding of the operations of the museum and are able to assist and provide information to museum visitors and undertake other front-of-house duties when required.

Education Volunteers support Visitor Services operations through regularly participating in training and volunteering in Visitor Services.

About this Position Description

This position description is intended to provide an overall view of the role and may change from time to time.

Position Description

Primary focus of the position To deliver high-quality tours and education programming sessions for current exhibitions, Heide history, the Heide Collection, it's social and cultural context, the Sculpture Park and sustainability in accordance with Heide policies and procedures.

- Duties**
- After satisfactory completion of training Education Volunteers are required to:**
1. **Deliver or co-deliver at least 5 sessions per school term.** Sessions vary from approximately 1.5 to 5 hours.
 - Research, prepare, present and co-present talks about, and facilitate discussion of current exhibitions, Heide history, the Heide Collection, the social and cultural context of Heide, the Sculpture Park and sustainability in relation to relevant curriculum guidelines for pre-school, F–12 and tertiary students.
 - Research, prepare, present, co-present and pack-down practical art making sessions for booked education groups relating to current exhibitions, Heide history, the Heide Collection, the social and cultural context of Heide, the Sculpture Park and sustainability in relation to relevant curriculum guidelines for pre-school and F–12 students.
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 2. **Invigilate for 1 Visitor Services shift per semester.** Visitor Services shifts are Tuesday to Sunday: 10am—1.30pm and 1.30pm—5pm.
 3. **Assist in the presentation, set-up and pack-down** of tours and workshops to maintain the presentation of Heide facilities by ensuring a clean, presentable, safe and accessible environment for;
 - Artist-led programs.
 - Teacher professional development sessions and educator forums.
 4. **Support education administration**
 - Undertake general administration tasks such as database entry and mail-out assistance, monitoring and reporting on visitor feedback/evaluations.
 5. **Support museum security and safety**
 - Maintain vigilance and enforce regulations governing the protection and security of works of art, visitors and staff.
 - Make every attempt to ensure school groups adhere to Heide's advice for school visits as per the education booking form and general conditions of entry.
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6. **Comply with Occupational Health and Safety policies and procedures**
 - Take reasonable care to maintain your own health and safety and that of other volunteers, staff, visitors and contractors.
 - Comply with all safe work practices and procedures that are adopted, developed, designed or otherwise implemented at the workplace and not interfere with or damage safety related equipment.
 - Report all hazards, incidents, accidents and near misses directly to your supervisor or through the hazard and incident reporting system.
7. **Comply with current legislature** regarding working with children. All Education Volunteers must have current VIT registration and/or a current Working with Children Check.
8. **Attend other on-going training** as offered such as exhibition briefings, one-on-one mentoring, team teaching and education volunteer meetings. Attend dedicated VTS training.
9. **Maintain a profile** and regular presence on the Heide Education Portal.

**Additional skills,
knowledge &
experience**

- An active interest in Australian modernist and contemporary art and culture.
- Knowledge and understanding of school curriculum and current education developments including the various learning styles, and teaching methods associated with developing students' critical thinking and inquiry skills.
- Knowledge and understanding of issues related to learning and interpretation in museums and galleries.
- Familiarity with the maintenance, safety and use of equipment in an art room.

**Induction &
training****Before presenting tours and workshops to students you must;**

- Attend the two full-day induction program which introduces Museum operations, collection, history, exhibitions, customer service, safety and security.
 - Attend at least 3 Public Program tours.
 - Undertake 3 Visitor Services invigilation shifts within one month of completion of the two full-day induction program.
 - Complete your Heide Education Portal profile and upload a picture of yourself (an invitation to the Portal will be sent after your first Visitor Services shift).
 - Shadow at least 3 Education tours and 3 practical workshops. (Details of student tours and workshops are available on the Education Portal calendar.)
 - Write a brief sample tour (of any exhibition and pitched to any year level you wish) and upload to the Education Portal.
 - Attend exhibition briefings and other relevant training as scheduled.
- It is anticipated that this training will be completed within a three month period.*

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Ongoing training Exhibition briefings, one-on-one mentoring, team teaching, shadowing the delivery of education programs presented by other education volunteers, education volunteer meetings and on the Education Portal.

**Key selection
criteria**

To achieve the purpose of the position, the following attributes are required:

- The capacity to provide an ongoing commitment of at least 5 sessions per school term. Applicants must demonstrate flexibility and availability on a range of days (at least three) during school term:
 - Tuesday 9am—3pm
 - Wednesday 9am—3pm
 - Thursday 9am—3pm
 - Friday 9am—3pm
- The capacity to undertake 3 Visitor Services shifts within one month of completion of the two full-day induction program and thereafter once per semester.
- Be a qualified Visual Arts teacher with demonstrated experience teaching fine art, art history, design or media studies, with a keen interest in education, art and culture.
- Well-developed student behaviour management skills and the ability to independently conduct art-making workshops and facilitate exhibition tours for groups of varying ages and abilities, including students from pre-school, primary, middle years, senior secondary and tertiary levels.
- The capacity to undertake autonomous research for the preparation of facilitated tours in line with Heide advertised Programs for Students and to independently lead exhibition tours and workshops.
- An awareness of issues related to learning and interpretation in museums and galleries.
- Excellent communication and interpersonal skills, and experience teaching diverse students

Current Heide volunteers wishing to apply for an Education Volunteer Position please respond to the above criteria and submit with your current Résumé.

**Other relevant
information**

- Following the completion of training, the successful applicant will be subject to a three month probationary period.
 - It is expected that Education Volunteer training will be completed within this probationary period. Education Volunteers unable to meet this time commitment may be offered a position in Visitor Services.
 - In order to respond to education requests, keep informed about Heide's changing exhibition programs and receive education information and resources, Education Volunteers are required to regularly liaise with the Education Manager and register to access the Heide Education Portal <http://heideeducation.ning.com>.
 - Information regarding Visitor Services shifts, exhibition briefings, newsletters, etc. will come directly from volunteer@heide.com.au (Please save this and other relevant @heide.com.au email addresses as 'safe senders' to your email inbox).
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- Volunteer hours spent working in Heide Education can be used towards your 50 days currency of practice and professional development for the purposes of VIT registration. Refer to the VIT website.
 - The successful applicant will be required to undergo a Victoria Police Issued National Police check at the expense of the Museum.
 - The successful applicant will also be required to provide evidence of possessing a current Working with Children Check or Victorian Institute of Teaching Registration.
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