

<b>Position Title:</b>	<b>Learn Coordinator (Parental Leave Cover)</b>
<b>Department:</b>	<b>Engagement</b>
<b>Reports To:</b>	<b>Engagement Manager</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Salary Range:</b>	<b>\$60,000 to \$65,000 per annum plus Superannuation</b>

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## About Museum of Brisbane

Museum of Brisbane (MoB) is dedicated to celebrating the stories, places, and people of Brisbane. As the City's leading social history and art museum, MoB offers a vibrant, inclusive and dynamic program of exhibitions and programs year-round for locals and visitors to the City.

## Purpose of Position

The Learn Coordinator is responsible for coordinating Museum of Brisbane's education programs. These programs, under the banner of MoB Learn, provide engaging experiences for students of all ages with up-to-date curriculum-aligned excursions, incursions and tailored programs. The Learn Coordinator is the main point of contact for schools and educators and coordinates all education bookings, as well as delivering Learn programs when required. This role also coordinates all bookings for the Learn Assist program, which provides subsidised Learn programs for eligible schools. This role requires strong organisational and communication skills, attention to detail, and the ability to multitask in a dynamic environment.

## Key Responsibilities

- Undertake administration tasks including managing bookings, payments, scheduling and staffing coordination.
- Lead training sessions with Learn educators within the Museum's team.
- Deliver engaging Learn experiences, including tours, talks, workshops and activities for schools, tertiary institutions, ESL students and adult learning groups when required and to support Learn educators.
- Evaluate and report on Learn programs/resources in consultation with the Engagement Manager.
- Maintain a sound understanding of school curriculum and policies relevant to the Learn program.
- Monitor and provide input in the Learn budget.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's Workplace Health and Safety (WHS) policies, procedures, and Government legislation.
- Other duties from time to time as required.

## Selection Criteria

The successful applicant will demonstrate all or most of the following:

- Experience in developing and delivering educational programs and resources in an arts or cultural environment.
  - High level administrative and organisational skills, including knowledge of online booking systems.
  - Demonstrated ability to undertake, organise and prioritise multiple projects from initial planning stage through to completion.
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- Strong communication and interpersonal skills, including the ability to communicate effectively and work harmoniously within a team.

### Required

- Current Blue Card
- First Aid Certificate including CPR
- Driver's Licence