Position title	Engagement Supervisor, Learning
National Gallery level	NGA 4
Position number	6087
Employment type	Part Time (3 days per week) / non-ongoing until May 2027
Portfolio	MCVE & Learning
Department	Learning
Immediate supervisor	Operations Coordinator
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Working with Vulnerable People card (or the ability to obtain)

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

National Gallery learning programs celebrate creative practice and provide audiences across Australia with opportunities to engage with art, artists, stories and ideas.

The Engagement Supervisor, Learning is a key role supporting the operation and delivery of interactive learning spaces at the National Gallery.

Interactive learning spaces are experiential learning environments that offer audiences hands-on, creative and reflective ways to engage with exhibitions and the practice of artists. Audiences are encouraged to make connections, share ideas and build understanding of art and artmaking.

While children and families are key audiences, interactive learning spaces are designed for visitors of all ages and backgrounds. The Engagement Supervisor, Learning, will play an important role in creating an environment where visitors feel welcomed, confident and encouraged to participate. The role will support audiences to actively engage with artworks, materials, ideas and creative processes.

The Engagement Supervisor, Learning will be responsible for overseeing the daily operation of interactive learning spaces, including monitoring and replenishing materials and resources, ordering supplies, maintaining the presentation and cleanliness of the space and recording audience attendance The role will supervise and support casual staff and volunteers and contribute to reporting and evaluation.

The Engagement Supervisor, Learning, will undertake training in the National Gallery's Creative Learning Approach. The position is delivered onsite at the National Gallery and weekend work is required on a regular basis. It is expected that the Engagement Supervisor works one weekend day per week.

The position reports to the Operations Coordinator and will work closely with the Senior Project Officer and Public Programs Manager.

This is a part-time, 3 days per week, non-ongoing employment opportunity with the possibility of becoming ongoing.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate for the role of Engagement Supervisor, Learning, will have a strong interest in arts, culture, people and ideas, and a genuine enthusiasm for creativity and learning. They will be confident and engaging when working with diverse audiences, including children, families and adults, and have some experience facilitating meaningful and inclusive learning experiences in a gallery, museum, cultural, community or creative environment.

They will be friendly and approachable, with well-developed verbal and written communication skills and a commitment to working collaboratively within a team. They will be flexible, solutions-focused and comfortable working in a busy, hands-on environment, with the ability to create a welcoming experience for visitors while responding confidently to changing needs.

The ideal candidate will also have an active creative or cultural practice, or participate in cultural, community or social engagement. This could include visual arts, dance, music, performance, writing, poetry, sound, design, textiles or digital media, as well as curatorial practice or arts-based research. They may be studying or have recently studied in the arts, sciences, education or a related field, and will bring curiosity, creativity and a willingness to share their knowledge and enthusiasm with others.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

- Participate in training in learning facilitation, including creative workshops

- Facilitate interactive learning space participation for a range of audiences including schools, children, young people, families, adults and access audiences.
- Set-up and pack-down learning spaces and maintain materials, resources and equipment.
- Provide excellent customer service to gallery audiences.
- Monitor the safe operation of interactive learning spaces and report issues and concerns as required.
- Supervise casual staff supporting the delivery of interactive learning spaces.
- Understand the objectives of the National Gallery Learning team and participate in collaborative planning sessions.
- Work collaboratively as part of the Learning team, contribute to problem-solving and be flexible and responsive to change.
- Be responsive to the needs of audiences, including ages, abilities, interests and levels of engagement.
- Support the delivery of learning programs and events as required.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

- Contribute to the smooth daily operations of the Learning team, working collaboratively to **support shared purpose and direction** of this creative environment, embracing change and sound programming practice.
- Collaborate and **communicate clearly** with the Senior Project Officer, Public Programs Manager Operations Coordinator and others across the team and organisation, providing support and contributing ideas in relation to program delivery.
- **Listen, seek to understand and adapt to audiences** when facilitating Interactive Learning Spaces for audiences of lifelong learners.
- **Demonstrate self-awareness and a commitment to personal development** including meeting objectives and WH&S aspects of programs including implementing risk management practices for public activities and programs.

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

HOW TO APPLY

To apply for this role please go to the National Gallery's **Careers portal**.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Jane Gillespie on +61 2 6240 6613 or Jane.Gillespie@nga.gov.au.