



# Castlemaine Art Museum

## Public Programs Officer

### POSITION DESCRIPTION

Title:	Public Programs Officer
Position Status:	Fixed term contract 2 years; 1 September 2021–31 August 2023. 0.2FTE, day to be negotiated. Some attendance outside of usual work hours for opening and public programs may be required.
Annual Salary:	\$13,200 (\$60,000 per annum pro rata + 10% superannuation)
Reports to:	Director, General Manger
Direct Reports:	Event volunteers.
Key relationships:	Director, General Manager, Curator, Front of House Staff, Volunteers.

### CASTLEMAINE ART MUSEUM

The Castlemaine Art Museum (CAM) connects people through art, history, place and ideas. CAM strives to be bold in its curation and interpretation of historical and contemporary art, creating exhibitions that bring art and objects from the present and past into conversation in order to spark new connections, reflections and ideas.

CAM is a company limited by guarantee and is administered in the public interest to collect, preserve and display works of art, to present their history and background and provide community enrichment. Founded in 1913, CAM is located in a building designed in the Art Deco, Neo-classical style and recognised by the National Trust as an exceptional building and one of the earliest examples of the 'modern movement' in regional Victoria.

CAM has one of the most important regional Victorian art collections including major and significant works from the 19<sup>th</sup> and 20<sup>th</sup> centuries, along with more recent modern and contemporary artists, with a constant theme of being contemporary for its time. The museum collection holds social history items including documents, photographs, costumes, decorative objects.

CAM has a particular focus on the artists and art of Central Victoria and the creation of opportunities for participation through innovative, intergenerational, inclusive programs. CAM is committed to First Nations and local involvement at all levels of the organisation.

## Values

- Open and responsive
- Lively and inclusive
- Bold and professional

## POSITION PURPOSE

Working alongside the Curator and Management Team, the Public Programs Officer is responsible for the development and delivery of public program activities for diverse audiences.

The role of Public Programs Officer has been created through project funding from the Commonwealth Government's Restart Investment to Sustain and Expand (RISE) Fund. The Public Programs Officer will primarily work with to achieve the project aims and outcomes as set out in the funding agreement.

## KEY DUTIES AND RESPONSIBILITIES

- Work with the Director, Curator, and General Manager to research, develop and deliver an annual program of events that will interpret and supplement CAM's exhibitions and activate CAM's collection;
- Lead the logistical delivery of public programs and events, including event set up and pack down, and liaison with external contractors and suppliers;
- Roster and coordinator volunteers to assist with the delivery of public programs and events;
- Oversee the development and monitoring of budgets for public programs, in liaison with the General Manager;
- Work with the General Manager to develop promotional material and documentation of programs;
- Liaising with local government for outdoor public events.

## KEY SELECTION CRITERIA

- Integrity, optimism, and capacity to embrace the values of CAM;
- Interest in and appreciation of both art and social history collections;
- Demonstrated ability to develop Public Programs for diverse audiences;
- Demonstrated experience of program delivery including the ability to deliver projects on time and within budget, and a familiarity with event management and administration;
- Strong communication and interpersonal skills, and ability to liaise with a range of internal and external stakeholders;
- Experience in working collaboratively and positively with colleagues;
- Capacity for multi-tasking.

## ADDITIONAL INFORMATION

- An appreciation of regional contexts is welcomed
- Applications are encouraged from those based in Central Victoria.
- The successful applicant will be subject to a 4-month probationary period
- The successful applicant will be based at CAM.
- CAM is an equal employment opportunity (EEO) employer and committed to fair and equitable treatment for all employees and potential employees, on the basis of their skills and abilities, whatever their differences in other respects. We value and respect the diversity of

our workforce and we are committed to providing a supportive and healthy working environment that is free of unlawful discrimination, harassment and bullying.

## APPLICATIONS

Applications due Sunday 25 July 2021.

Interviews will take place in the week of 2 August 2021.

The position commences on Wednesday 1 September 2021.

Applications should include a cover letter, curriculum vitae, a short statement addressing each of the key selection criteria and contact details of three referees.

Please forward all applications and address all enquiries to Naomi Cass, Director, at [naomi.cass@castlemaineartmuseum.org.au](mailto:naomi.cass@castlemaineartmuseum.org.au) or phone on 03 5472 2292.

Castlemaine Art Museum acknowledges the Dja Dja Wurrung as the Traditional Owners of the country on which CAM stands, recognising continuing connection to land, waters and culture. CAM pays respects to Dja Dja Wurrung Elders, past, present and emerging and to other Aboriginal and Torres Strait Islander people living within our region.