

JOB DESCRIPTION

Job Title

Senior Manager, Schools and Learning
(Job Band G)

Division

Auckland Art Gallery Toi o Tāmaki

Reports To (Attach Structure)

Head of Curatorial and Learning

Department

Curatorial and Learning

Direct Reports

6 FTE

Unit

Learning team

Indirect Reports

Nil

Team

Location

Auckland Art Gallery Toi o Tāmaki

Key Purpose of Role

The Senior Manager, Schools and Learning leads the development and delivery of Auckland Art Gallery Toi o Tāmaki's formal education programme. The role is responsible for overseeing the creation of innovative and engaging learning resources and programmes that increase students' understanding of art, providing avenues for them to express themselves and grow in confidence in the sharing of their ideas.

The role manages the successful delivery of onsite and online learning programmes to early childhood, primary, intermediate, secondary schools, tertiary students and their teachers. The Senior Manager, Schools and Learning also supports the skills development of Gallery staff and volunteer guides, and works closely with curatorial, programming and specialist staff in support of formal and informal learning experiences at the Gallery.

This position may be required to work occasional weekends or public holidays.

Key Responsibilities

Expected Outcomes

Development and delivery of formal education programmes

- Design and deliver effective art education programmes tailored to the Gallery environment and aligned with the Gallery's strategic goals
- Design and deliver curriculum-based education programmes and published resources tailored to the Gallery's exhibitions and collections
- Maintain an understanding of the latest developments in art gallery and museum education
- Deliver and report on outcomes required by contract to the Ministry of Education
- Evaluate the Gallery's education programmes for their effectiveness in

- The Gallery's art education programmes make optimal use of Gallery exhibitions and collections
- Learning programmes have clear links to the New Zealand curriculum
- Resources and programmes are informed by art and gallery education best practice
- The requirements of the Ministry of Education Learning Outside the Classroom Programme contract are met
- A robust process of evaluation is in place and findings implemented
- Feedback from students and teachers is positive
- The customer base for the Gallery's

<p>delivering organisational objectives and utilise these learning in developing new programmes</p> <ul style="list-style-type: none"> ● Build and maintain relationships with schools and education providers to achieve visitation targets ● Powerfully advocate for and communicate the Gallery's education vision, strategy and outcomes to internal and external stakeholders 	<p>education programme is increased and participation targets are achieved</p> <ul style="list-style-type: none"> ● Professional networks are grown and maintained ● Targets of student participation are met ● The Gallery's reputation for developing and delivering quality arts education resources and experiences is enhanced
<p>Informal learning</p> <ul style="list-style-type: none"> ● Collaborate with colleagues in the Curatorial and Programming teams to develop and deliver high-quality informal learning experiences at the Gallery, for instance, within exhibitions and online 	<ul style="list-style-type: none"> ● The Gallery is recognised for its high-quality informal learning experiences ● Educational values are widely understood and respected by Gallery staff
<p>Leadership</p> <ul style="list-style-type: none"> ● Effectively and efficiently manage the Learning team ● Ensure the Gallery acts as a good employer and provides a healthy workplace by ensuring team members follow the health and safety practices as outlined in the organisation health and safety policies ● Ensure individual and team objectives align with the Gallery's strategic plan and department priorities ● Ensure completion of training and development needs for all permanent staff and ensure succession planning activities are in place ● Conduct regular reviews of staff performance throughout the year, and coach employees to improve performance ● Carry out appropriate performance management and disciplinary processes ● Manage employee rosters and workloads to ensure service levels are always maintained ● Undertake a training role in area of professional expertise to widen the skills and knowledge of others ● Manage own workload and team's work programme to meet objectives and achieve results within deadlines 	<ul style="list-style-type: none"> ● All staff are adequately informed, coached and supported to provide excellence in service delivery ● Motivated and professional people are attracted and retained and, the right people with the right skills are in the right jobs ● Individual and team objectives contribute to the realisation of the Gallery's strategic plan ● Staff skills are appropriate to current roles and consistent with delivering on agreed objectives ● Succession plans are in place
<p>Financial management and reporting</p> <ul style="list-style-type: none"> ● Manage allocated budget in accordance with organisational policies and practices ● Continually review and monitor key performance indicators and provide monthly reports as required ● Report regularly on the performance of the 	<ul style="list-style-type: none"> ● Budgets are met ● Reports are provided accurately in a timely manner ● Reporting requirements of the Ministry of Education contract, and other external contracts, are met

<p>education provision in relation to defined objectives and the requirements of the Learning Experiences Outside the Classroom (LEOTC) contract, and other external contracts as appropriate</p>	
<p>Communication and relationship management</p> <ul style="list-style-type: none"> ● Develop and maintain productive relationships both internally, externally and with relevant organisations to ensure the organisation's education objectives are progressed ● Use effective conflict resolution and relationship management skills to negotiate without compromising key objectives and relationships ● Effectively manage and/or escalate controversial issues where there may be numerous stakeholders and perspectives ● Represent the Gallery where appropriate and as required at relevant committees, functions, seminars, meetings and conferences 	<ul style="list-style-type: none"> ● The Gallery's reputation and influence as an education organisation is enhanced ● Effective relationships are maintained with schools, other educational providers, the Ministry of Education and key arts organisations ● Professional representation of the Gallery is maintained at all times
<p>Professional Development</p> <ul style="list-style-type: none"> ● Take responsibility for identifying own learning and development needs ● Take action to communicate these and contribute to identifying relevant support to meet these needs ● Apply learning to advance professional competence 	<ul style="list-style-type: none"> ● Learning and development needs are communicated to the Head of Curatorial and Learning ● Learning and development needs are incorporated into Performance Plan as agreed by the Head of Curatorial and Learning ● Opportunities to participate in learning activities are proactively undertaken
<p>Organisational Obligations</p> <ul style="list-style-type: none"> ● Action the organisation's good employer obligations, equal employment and bicultural policies and practices ● Demonstrate commitment to Auckland Art Gallery values ● Demonstrate a commitment to honouring Te Tiriti o Waitangi / the Treaty of Waitangi obligations and supporting the use of te reo Māori in the workplace ● Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Unlimited's Health and Safety Policy and following the Gallery's health and safety procedures ● Promote activities and initiatives that assist the Gallery to achieve its vision and strategic objectives ● As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management ● As an employee of the organisation, you are 	<ul style="list-style-type: none"> ● Auckland Unlimited meets its obligations as an employer and its reputation is enhanced within the community ● Personal and team approach is consistent with Auckland Art Gallery values ● Staff understand Te Tiriti o Waitangi / the Treaty of Waitangi obligations as they pertain to the Gallery's activities ● The Gallery supports the use of te reo Māori in its front of house and back of house activities ● Health and safety requirements upheld

<p>required to familiarise yourself with and comply with all organisation policies, including the organisation's Code of Conduct</p>	
<p>Skills/Competencies</p> <ul style="list-style-type: none"> ● Skilled at creating innovative and engaging art-focused learning programmes and resources ● Experienced in successfully implementing and evaluating educational programmes ● Demonstrated understanding of the processes of learning and the New Zealand curriculum ● Understand the requirements of teaching students from early childhood to tertiary levels ● Excellent oral and written communication skills ● Proven track record in successfully leading and managing staff ● An understanding of and commitment to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi and biculturalism as they relate to the Gallery's activities and education ● Knowledge of the Māori education sector and learning values ● Experience in developing and managing budgets ● Skilled at project management and prioritisation to ensure objectives are met ● Experience in using Microsoft Office applications (Excel, Word, Access, PowerPoint, Outlook) 	
<p>Qualifications</p> <ul style="list-style-type: none"> ● Teaching qualification for school-aged learners ● Met the requirements for teacher registration in New Zealand ● University degree in Fine Arts, Education or Art History 	
<p>Experience</p> <ul style="list-style-type: none"> ● Minimum 5 years' teaching experience, preferably in a New Zealand school ● Minimum 2 years' experience teaching in a museum or art gallery ● Minimum 2 years' experience in art education ● Experience in middle or senior management 	
<p>Key Relationships</p> <p>Internal Learning team, Curatorial team, Library and Archives team, Programmes team, Visitor Experience team, Volunteer Guides, Gallery staff</p> <p>External Schools, Education and teacher networks, Art galleries and museums, Education teams in Auckland arts institutions</p>	
<p>Delegated Authorities</p> <p>Budgeted: As per delegated authorities Unbudgeted: Nil</p>	
<p>Disclaimer</p> <p>The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.</p>	