

## **EXPRESSIONS WHIRINAKI ARTS AND ENTERTAINMENT CENTRE**

### **POSITION DESCRIPTION – LEARNING PROGRAMMES SPECIALIST**

**POSITION HOLDER** Learning Programmes Specialist

**RESPONSIBLE TO** Director

**EMPLOYED FOR** 20 hours per week  
Normal hours 9am – 2pm (plus a half hour lunch) Monday to Thursday, but is flexible to encompass school visit needs and occasional weekend work which will be required for public programmes.

**POSITION COMMENCES** 20 June 2016 or earlier if possible (TBC)

### **INTRODUCTION**

The Expressions Whirinaki Arts and Entertainment Centre provides cultural, arts and leisure opportunities in the city, based in the Centre. Expressions is the hub for audience engagement and participation in the arts and culture for Upper Hutt with a varied programme of special events, exhibitions, concerts and shows, workshops and education classes for schools, and community activities which vary throughout year. Expressions includes:

- a 200-seat theatrical performance venue – Gillies Group Theatre. The theatre hosts live theatre, comedy, film, dance and music with a dynamic programme ranging from circus acts to classical music, multicultural concerts to ballet showcases and international film. Availability of a first class Steinway concert grand piano funded by the community, has enabled Expressions to host international standard classical and jazz music programmes, which have become a regional draw card and opportunity to showcase the city. Four local dance schools present their end of year production at Expressions and the local theatre groups also present there showcase shows each year
- the public art gallery for the city - Three galleries have a constantly changing programme of exhibitions ranging from the very best New Zealand and international art, to local arts and craft and historical exhibitions. The Mitre 10 Create Gallery has a special focus on interactive experiences and family friendly activities. Expressions tours some of its exhibitions to other venues around New Zealand and is also the home of the Pumpkin Cottage Paintings Collection, a permanent art collection for the city.
- the civic hall event and recreation venue – The Professionals Recreation Hall. The Recreation Hall hosts a wide range of sporting and cultural events as well as conferences, public meetings and weddings..etc
- the Upper Hutt i-SITE. Expressions Whirinaki is also home of the i-Site Visitor Centre where hosts assist with transport, accommodation or leisure activity enquiries from the community and visitors to Upper Hutt.

The four core elements are serviced by a multi-use foyer where a wide range of events is run including a free once-a-month lunch time concert by students from the NZ School of Music and on the first Sunday of the month 'Sunday Strum' welcomes ukulele players to a free 'strum along' in the foyer. Limelight Café also operates from the Foyer, a café that functions as an attraction in its own right. The Council owns the Expressions Arts and Entertainment Centre, including ancillary equipment. The complex is leased to, and operated by, a Council Controlled Organisation and Charitable Trust established for this purpose; the Expressions Arts and Entertainment Trust. The Trust is charged with managing the facility and with the advancement of, and education in, cultural activities, the arts, recreation, and leisure. The Trust operates the facilities for the benefit of the city under a three year term Funding and Performance Agreement.

## POSITION PURPOSE

- To develop and deliver a wide range of education and public programmes for visitors to Expressions Whirinaki Arts and Entertainment Centre; managing the visitor's experience smoothly, to time and to budget and receiving positive feedback.
- Manage the institution-wide planning, development, implementation and evaluation of education and public programmes, providing for pre-school, primary to tertiary education, non-school and adult audiences and linked to the NZ Curriculum.
- Manage the implementation of education and public programmes, to provide high quality visitor experiences.
- Facilitate the promotion of education programmes to school audiences including marketing materials, school visitor and teacher preview evenings.
- Write education resources Linked to the NZ Education Curriculum to support education programmes (as appropriate) and make available to school audiences.
- Forge close relationships both internally and with external education partners.
- Develop and deliver one public programme for each exhibition (10 per year) aimed at various audiences.

### KEY RESULT AREAS KEY TASKS AND ACCOUNTABILITIES

### PERFORMANCE MEASURES

#### 1. Learning

To develop and deliver (in consultation with other staff) education programmes and resources which effectively support formal and informal learning at Expressions Whirinaki Arts and Entertainment Centre and are linked to the NZ Curriculum. This may also include Little Expressions programme for preschools, afterschool art classes and holiday programmes.

All education programmes are planned effectively, achieving desired purpose and delivered to a high standard.  
Range of programmes suitable for community education providers.

To develop and deliver (in consultation with other staff) public programmes which effectively support visitation to Exhibitions at Expressions Whirinaki Arts and Entertainment Centre.

One Public Programme is delivered for each exhibition (approx. 8-10) per year.

To deliver these experiences to broad audiences respecting cultural diversity, with an emphasis on Te Ao Māori

Programmes delivered effectively and are both culturally diverse and inclusive

#### 2. Self-Management and Organisation

Plans and manages own workload and works effectively without supervision.

Desired results achieved on time, within budget and to required standard.

Prioritises tasks and manages time and resources to ensure desired results are achieved on time, within budget and to required standard.

Timely, informative and accurate reports and documentation prepared and available.

Maintains high quality documentation and provides accurate

Self and team learning is optimised.

and timely plans and reports as required.

Participates in relevant training programmes, coaching and teaching others, and learning from others.

Network established and positive feedback received re relationship.

### 3. Relationships

Build effective networks and working relationships with key internal and external stakeholders.

Professional and positive image of Trust.

Representing the Trust at external forums, presenting a professional and positive image of the organisation.

Feedback from customers is that service exceeds expectations.

Ensure service delivery meets and exceeds customer expectations.

### 4. Other

Attend Expressions Whirinaki events.  
Fulfil other duties as allocated by the Director

### PERSON SPECIFICATION:

#### *Skills, experience and qualities required for this role:*

- Excellent teaching skills and experience in classroom and museum/gallery environments – appropriate planning and delivery for different levels and subjects, group management skills. Good knowledge of current educational theory and curriculum developments. (essential)
- A teaching qualification and knowledge of the national curriculum (essential)
- Fine Arts or Art History degree or qualification (desirable)
- Museum or public art gallery experience (desirable)
- The ability to manage resources efficiently
- A good level of physical fitness and health
- Full and current drivers licence
- An understanding of Te Ao Māori, and sound pronunciation of basic Te Reo Māori as a minimum level of competency.
- Computer skills – Word, Excel, internet applications.
- Positive and flexible attitude.
- Excellent oral and written communication – skilled at researching, preparing and delivering information to various audience levels and subjects areas.
- Good liaison and networks in the education communities.

### **Core Competencies –**

- Commitment and accountability.
- Applying professional expertise/Creativity & Innovation. Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends for the benefit of the position and the Trust.
- Customer focus. Demonstrates commitment to internal (colleagues) and external customers (visitors and stakeholder) by actively listening and clearly identifying their needs. Responds promptly to their needs, goes the extra mile, keeps them informed of progress and follows up. Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Communicating effectively. Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Working together/ Teamwork. Develops cooperative and supportive relationships with colleagues. Values, respects and consults team members and acknowledges their contribution. Builds enthusiasm throughout projects and encourages others to do the same.
- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to the Trust's vision and goals.

### **SALARY**

On application

There is no provision for payment of any hours worked in the evening and weekends for Public Programmes, but these hours can be taken as Time off in Lieu.