

## POSITION DESCRIPTION – LEARNING PROGRAMMES SPECIALIST

**POSITION HOLDER** Learning Programmes Specialist

**RESPONSIBLE TO** Director

**EMPLOYED FOR** 20 hours per week  
Normal hours 9am – 2.30pm (including an unpaid 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** 27 March 2023 (Flexible)

### INTRODUCTION

Whirinaki Whare Taonga is a vibrant arts centre in Upper Hutt featuring art, culture, and history. Five galleries have a constantly changing programme of exhibitions ranging from the best New Zealand and international art to local exhibitions, with a special focus on family friendly experiences. Upstairs in the theatre the spotlight is on theatre, comedy, film, dance, and music with a dynamic programme ranging from circus acts to classical music.

Whirinaki Arts and Entertainment Centre was built in 2003 and is owned by the Upper Hutt City Council. It is leased to and operated under contract by a not-for-profit Council Controlled Organisation, the Whirinaki Whare Taonga Trust. The objectives of the Trust are those of a Charitable Trust to engage, enrich, inspire and connect people with art, culture, recreation and heritage by providing a focal point for the Upper Hutt community. Whirinaki is a regionally significant organisation that provides quality cultural/environmental activities that are accessible to everyone in the region. As one of the more diverse Art Centres in New Zealand the Centre offers truly remarkable exhibitions, bringing the best of New Zealand to the region and the best of the world to New Zealand. Our dynamic exhibitions and events continue to reach wider audiences; our marketing arm has grown with an increased profile, and our performing arts programs have expanded, encouraging innovation, creative thinking, and meaningful engagement with visual and performing arts for all ages.

Whirinaki 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.
- the public art gallery for the city - Five galleries have a constantly changing programme of exhibitions ranging from the very best New Zealand and international art, to local arts and craft, international blockbusters, and historical exhibitions with a special focus on interactive experiences and family friendly activities.
- 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
- a custom-built creative classroom where our learning programmes take place.
- the Upper Hutt i-SITE. 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.

## POSITION PURPOSE

- To develop and deliver a wide range of education and public programmes for visitors to Whirinaki, 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 linked to the NZ Curriculum and non-school and adult audiences
- 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 and visiting schools and possible 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 Whirinaki, and which are linked to the NZ Curriculum. This may also include Little Whirinaki programme for preschools 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 Whirinaki.

One Public Programme is delivered for each exhibition (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 and timely plans and reports as required.

Self and team learning is optimised.

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 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 (desirable)
- Fine Arts or Art History degree or Art 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 driver's 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
- Positive and flexible attitude.
- Excellent oral and written communication – skilled at researching, preparing and delivering information to various audience levels and subject 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 weekends for Public Programmes, but these hours can be taken as Time off in Lieu.

# 2023 STRATEGIC FRAMEWORK

## PURPOSE STATEMENT

**(this is why we are here)**

To build social cohesion and improve citizen wellbeing through engaging, enriching, inspiring and connecting people with art, culture and events in the Upper Hutt community.

## OBJECTIVES OF THE TRUST

**(this is what we do)**

1. To provide arts, cultural and event opportunities, and learning for the people in Upper Hutt and beyond
2. To be an integral part of the Upper Hutt Community, attracting diverse audiences
3. To bring to life art, culture, heritage, and recreation, and promote the utilisation of the Centre
4. To be the welcoming face and point of contact of Upper Hutt
5. To provide stewardship, education, and promotion of the Pumpkin Cottage Collection
6. To celebrate and showcase our local Upper Hutt stories across all cultures

## GUIDING PRINCIPLES

**(this is what guides what we do and our decisions)**

1. Accessible: we will meet the needs of the community by being accessible
2. Quality: everything we do will be of a professional standard
3. Diverse: we will have broad community and cultural appeal with a popular, engaging, and inclusive programme
4. Inspiring: our exhibitions and events will challenge us and our audiences
5. Bicultural: we will embrace the principles of the Treaty of Waitangi
6. Sustainable: we will consider the environment in our operations

## OUR VALUES

**(this is how we do what we do)**

1. Creative: we will be inspiring, passionate, and nurture creativity
2. Welcoming: we will be customer centered within our team and with those we work with
3. Innovative: we will be clever and resourceful, with a can do, positive attitude
4. Responsive: we will work with each other and with the community with openness and flexibility
5. Responsible: we will be stewards of this great asset and run a financially (efficient and effective) organisation
6. Kind: we will look after each other and ensure our people's wellbeing is not harmed

 **Whirinaki Whare Taonga**  
ARTS | CULTURE | EVENTS

