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## Duldig Gallery Inc trading as Duldig Studio

### Public Program Co-ordinator

**Employment Period:** 1 year Renewable (Part Time/60 hours per month)

**Reports to:** Museum Director

**Direct Reports:** None

**Mandatory Licenses:** Victorian Driver License

Duldig Studio is a house museum located in the eastern suburbs of Melbourne. It features a gallery, original house, historic studio, sculpture garden and workshop space. Dedicated to interpreting the lives of artists, Karl Duldig (1902 – 1986) and Slawa Horowitz-Duldig (c 1902 – 1975) the museum is a not for profit organisation established in 1996.

Under general direction of the Museum Director, the Public Program Co-ordinator will co-ordinate and deliver a Duldig Studio series of financially sustainable programs including programs targeted at children; students; life-long learning participants; local residents and wider publics. Programs will range from tours to open days, adult and children's workshops and specialised events.

This role contributes to the overall work of the Studio in order to build its profile and interpret the Studio's collections and key themes in accordance with museum best practice for the benefit of a wide audience.

### Responsibilities

#### PUBLIC PROGRAMS

- Coordinate Duldig Studio's public program schedule to provide an engaging visitor experience for diverse audiences
- Work with the Director to identify and apply for funding and sponsorship for development and delivery of public programs
- Liaise with visitors, colleagues and other stakeholders to facilitate the delivery of public programs, identifying issues and providing advice to Staff, Director, Board and Duldig Studio's Founder
- Develop and deliver a range of public programs and educative resources in accordance with the Studio's policies and strategic goals (Ref Strategic Plan 2019 – 2021) and with reference to the *Victorian Curriculum* and principles of life long learning.
- Employ evaluation tools to assess the outcomes of programs and monitor visitor satisfaction levels in line with the Studio's preferred evaluation framework



## **PROGRAM & EVENT SUPPORT**

- Ensure Volunteers are trained and rostered to support the delivery of programs and events
- Work with the Volunteer Co-ordinator to ensure quality group tours are conducted at the Studio
- Contribute to the training and supervision of volunteers in consultation with the Volunteer Co-ordinator, building positive relationships and valuing diversity

## **COLLECTION INTERPRETATION**

- Help create understanding of the Duldig Collection through -programs that access and interpret collection items
- Work with the Curator to assist Board members, Director, Founder and other stakeholders to access items and information about the collection

## **ADMINISTRATION**

- Work with the Bookkeeper to issue and ensure payment of deposits and invoices by tour groups and other program clients
- Work with the Director to draft Event Checklists, Running Sheets and Schedules for all programs
- Participate in Marketing & Development Sub-Committee meetings and Exhibition & Collection Sub-Committee meetings as requested by the Director
- Provide a summary of Programs on a quarterly basis and share information via the internal shared calendar
- Work with the Marketing & Administrative Assistant to provide text and images for marketing collateral such as the website, newsletters, social media and publications

## **Additional Requirements:**

- This role requires manual handling and movement of a variety of items including Program equipment and items from the permanent collection.
- Some after hours work will be required.
- Additional tasks as required



## Selection Criteria

1. Ability to develop sustainable programs with sponsorship, grant, income generating and retail opportunities
2. Demonstrated experience working in a fast paced, flexible team environment, with the capacity to supervise, allocate tasks, and assist others and work independently
3. Demonstrated strong sense of customer service, with highly effective communication skills with diverse audiences and internal partners
4. Proven ability to analyse situations or issues using initiative and sound personal judgement to solve problems or implement better work practices
5. Well-developed writing skills to effectively draft administration briefs, manage reporting and grants, as well as Program resources.
6. Experience in delivering and evaluating interpretive programs in a museum environment to the general public and school aged visitors
7. Understanding of Australian history, émigré histories, art historical trends and the Australian museum sector

## Enquiries

Museum Director – Lyndel Wischer

[lyndel@duldig.org.au](mailto:lyndel@duldig.org.au) Tel. Duldig Studio 0404 078 105

## Applications

Please address applications to Museum Director – Lyndel Wischer

Applications due by 5pm March 25<sup>th</sup> 2019. Email to [enquiries@duldig.org.au](mailto:enquiries@duldig.org.au)