

## POSITION TITLE

**Educator, Space Place**

## LOCATION

**Space Place (but may also involve working at other Museums Wellington sites)**

## POSITION STATUS

**Permanent Full time (40 hours per week)**

## POSITION OBJECTIVE

The purpose of this position is to provide formal and informal learning services at Museums Wellington site Space Place.

## CONTEXT

**Museums Wellington**, comprising of Space Place, the Cable Car Museum, Wellington Museum & Nairn Street Cottage is part of the Wellington Museums Trust (trading as Experience Wellington), a registered charity established by Wellington City Council as a Council Controlled Organisation (CCO) to manage and develop its cultural and arts visitor experiences.

Our purpose is: **Working with and for Wellington to create remarkable art, culture and science experiences that generate vitality: enriching the city we love.**

Our vision is: **Engaged, curious communities.**

Our three strategic pillars are:

- **We Change Lives:** We are committed to deepening our engagement with existing audiences and developing new audiences for our remarkable visitor experiences.
- **Embracing Te Ao Māori:** We are committed to Te Tiriti o Waitangi and embrace Te Ao Maori. We reflect this in our work and what our audiences see, feel and experience.
- **Leading the Way:** We are committed to improvement of our organisation effectiveness.

The **Educator** will contribute to the achievement of this vision by delivering exciting and engaging learning experiences and fulfilling their key responsibilities.

## KEY RESPONSIBILITIES

Based in the Museums Wellington offices at Space Place, the Educator will be responsible for:

- Developing and delivering informative and interesting programmes (both formal and informal) at Space Place (a Museums Wellington site) receiving consistently positive feedback from education providers and general visitors.
- Administering bookings and recording visitor information for the Ministry of Education's LEOTC contract.
- Write and complete material for the LEOTC contract's milestone report.
- Forging close working relationships both internally and with external education partners.
- Contribute to the Learning & Education team to provide and develop high quality learning services.
- Completing other tasks as required.

## WORKING RELATIONSHIPS

### Internal: The Educator will:

- Be accountable to the Senior Educator, Museums Wellington;
- Work closely with the Lead Educator (Space Place) on the provision of the education service;
- Support other members of the Learning and Education Team; and
- Work closely with all Teams within Museums Wellington, and in a collegial manner with all staff.

### External: The Educator will:

- Develop and maintain positive relationships with individuals, groups and organisations relevant to the position including:
  - colleagues in equivalent positions in other cultural institutions particularly in the museum sector.
  - schools and teachers.
  - education providers including community groups.
  - key Museum and Trust stakeholders.

## SALARY BAND

Salary Band 1 \$51,124 - \$64,389.

## DELEGATIONS

Financial Delegation Level C - up to \$500

## KEY RESULT AREAS

KEY TASKS/ACCOUNTABILITIES	PERFORMANCE INDICATORS
<b>1. LEARNING</b>	
<ul style="list-style-type: none"><li>• To develop and deliver (in consultation with other Learning and Museums Wellington staff) education programmes and resources which effectively support formal and informal learning primarily at Space Place but also at other Museums Wellington sites when required.</li><li>• To administer bookings for the Museums Wellington Education Service and liaise effectively with education providers, sending resources in a timely manner.</li><li>• To record and process information necessary for all LEOTC reporting and Museums Wellington needs.</li><li>• To maintain and use accurate and up-to-date mailing lists and databases for promotional purposes.</li></ul>	<ul style="list-style-type: none"><li>• All education programmes are planned effectively, achieving desired purpose and delivered to a high standard to meet LEOTC target numbers.</li><li>• Range of programmes suitable for community education providers.</li><li>• Education targets are met and positive feedback and evaluations are consistently received from teachers and students, and other learning providers.</li><li>• Booking requests are responded to in a timely fashion and accurate booking information is recorded. Resources are received by teachers and learning providers in a timely manner.</li><li>• High quality programmes are developed and delivered on time and to budget in accordance with plan.</li><li>• Student visit information is accurately recorded and presented to the requirements of the LEOTC contract and Trust reports.</li><li>• Database is maintained and contact details are kept up-to-date.</li><li>• Feedback from Senior Educator is positive and agreed results are achieved.</li></ul>

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## 2. SELF MANAGEMENT AND ORGANISATION

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| <ul style="list-style-type: none"><li>Plans and manages own workload and works effectively without supervision.</li><li>Prioritises tasks and manages time and resources to ensure desired results are achieved on time, within budget and to required standard.</li><li>Maintains high quality documentation and provides accurate and timely plans and reports as required.</li><li>Participates in relevant training programmes, coaching and teaching others, and learning from others.</li></ul> | <ul style="list-style-type: none"><li>Agreed results achieved on time, within budget and to required standard.</li><li>Timely, informative and accurate reports and documentation prepared and available.</li><li>Self and team learning is optimised.</li><li>Network established and positive feedback received re relationship.</li></ul> |
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## 3. RELATIONSHIPS

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| <ul style="list-style-type: none"><li>Build effective networks and working relationships with key internal and external stakeholders.</li><li>Representing the Museums Wellington at external forum, presenting a professional and positive image of the organisation.</li><li>Ensure service delivery meets and exceeds customer expectations.</li></ul> | <ul style="list-style-type: none"><li>Professional and positive image of Museums Wellington.</li><li>Feedback from customers is that service exceeds expectations.</li><li>Feedback from customers is that service exceeds expectations.</li></ul> |
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## 4. OTHER

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- Attend Museums Wellington events.
  - Fulfil other duties as allocated by the Director and/or Senior Educator
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## COMPETENCY PROFILE

**Core Competencies** – *Effective performance in the following core competencies is set out in the Core Competencies Guide below.*

- Commitment/ Accountability
- Applying expertise/ Creativity & Innovation
- Customer focus
- Communicating effectively
- Working together/ Team work
- A passion and interest in science and space

## PERSON PROFILE

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

- Excellent teaching skills in classroom and museum environments – appropriate planning and delivery for different levels and subjects, group management skills. Good knowledge of current educational theory and curriculum developments.
- 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 subject areas.
- A keen interest in science preferable

- Good liaison and networks in the education communities.

## CORE COMPETENCIES GUIDE

### **Commitment/ Accountability**

Effective performance includes:

- Takes responsibility for own performance and development. (Prepares, participates, sets high standards, follows through, and is receptive to feedback).
- Takes responsibility for accurate budgeting and to operate within approved budget and delegated authority.
- Approaches change positively.
- Effectively handles conflicting and changing priorities. Is organized and manages time well.
- Displays professionalism, integrity, honesty and commitment to Experience Wellington's vision and goals.

### **Applying Expertise/ Creativity & Innovation**

Effective performance includes:

- Maintains currency and applies knowledge/skills/best practice/new technology/cultural and arts sector trends relevant to the position.
- Applies creativity and seeks innovative solutions to achieve desired outcomes.
- Shares expertise with colleagues and coaches/mentors new staff.
- Seeks appropriate professional development to enhance knowledge, skills or experience.
- Uses expertise to add value, to improve team or Trust performance and learns from mistakes.

### **Customer Focus**

Effective performance includes:

- Demonstrates commitment to internal and external customers by actively listening and clearly identifying their needs.
- Responds promptly to customer needs, goes the extra mile, keeps them informed of progress and follows up.
- Maintains helpful, courteous working relationships with customers, even when the situation makes this difficult.
- Seeks feedback from customers and acts on it (e.g. follow up/refer on, identify and action service improvements).
- Looks for ways of making systems and processes more customer friendly.

### **Communicating Effectively**

Effective performance includes:

- Conveys information clearly and concisely in a style and/or method of delivery which best meets the needs of the people receiving the message.
- Uses language and behaves in a way that recognizes cultural uniqueness.
- Creates open channels of communication, keeping people informed about events and decisions that affect them.
- Listens actively and attentively (e.g. asks appropriate questions to obtain, understand and confirm information, checks understanding of what others are saying, and observes to perceive underlying issues and concerns).
- Establishes and builds rapport with people at all levels both inside and outside Trust institutions to achieve benefits for the Trust.

### **Working Together/ Teamwork**

Effective performance includes:

- 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.
- Participates in problem solving, discussions and communication to resolve differences and conflict.
- Maintains productive networks.
- Is accessible and approachable for colleagues.