



Position title	Digital Learning Manager
National Gallery level	NGA Executive Level 1
Position number	Position No. 6029
Employment type	Ongoing/ Non-ongoing – Full-time
Department	Digital
Portfolio	Learning and Digital
Immediate supervisor	Head of National Learning
Direct reports	Technical Producer
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check An ACT Working with Vulnerable People Card (or the ability to obtain)

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The Digital Learning Manager leads digital learning initiatives across the National Gallery's learning programs, engaging broad audiences with the national collection and artistic programs through online programs, resources and experiences. The Digital Learning Manager works closely with artists, curators, colleagues and communities to develop experiences that are innovative, inclusive and engage with multiple perspectives.

The role collaborates closely with First Nations educators, artists and curators to ensure that National Gallery learning programs and resources centre First Nations art and artists and are informed by the National Gallery's principles for First Nations learning programs. First Nations staff in the Learning Team connect with and contribute to the National Gallery's First Nations Engagement Portfolio.

The role is responsible for key programs, including the National Gallery's digital excursion program, which connects students and teachers across the country with art and artists through creative learning experiences delivered online by Artist Educators. The Digital Learning Manager collaborates with the Education Manager to develop learning resources and deliver online teacher professional learning, including the National Gallery's flagship National Visual Art Education Conference.

In addition, the role collaborates with colleagues across Public Programs to deliver digital engagement opportunities for audiences of lifelong learners.

The Digital Learning Manager is a key leadership position within the National Gallery's Learning and Digital portfolio and will contribute to operational and programming decision-making and processes.

At times, after hours and weekend work is required to support the delivery of the Digital Learning events.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Head of Learning and is responsible for the Technical Producer. This position of Digital Learning Manager is an ongoing/ non-ongoing full-time role with the Learning and Digital team.

OUR IDEAL CANDIDATE

Our ideal candidate will have demonstrated knowledge and proven experience in developing online learning programs, resources, platforms and infrastructure in an arts or cultural setting, as well as knowledge and understanding of digital pedagogies and the needs of students and teachers in relation to the national curriculum.

You have a knowledge and understanding of First Nations art and artists and share the National Gallery's commitment to centring the voices of First Nations artists and communities.

You are experienced in leading permanent and casual staff and have demonstrated experience in facilitating collaborative planning processes. You are experienced in coaching others and able to provide performance feedback and professional development guidance.

You have excellent communication skills with the ability to manage challenging or sensitive issues with integrity and empathy.

You will have stakeholder management skills including experience in developing external partnerships and liaison with production contractors, artists, educators, guest presenters and internal creative and technical teams.

You have highly adept project management skills including the ability to manage multiple projects on various levels with different and converging timelines.

You will have knowledge of digital media practices, including an understanding of copyright laws, open source, and related issues within the field.

WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

- Research, plan, develop, implement and evaluate new digital learning initiatives, coordinated across Digital and Learning teams, ensuring the National Gallery is telling deeper, richer stories and building engaging relationships with artists, audiences and the collection.
- Lead the production of digital learning projects, including on demand content, online learning resources, in-gallery digital interactives, live streamed events and digital excursion programs for diverse, lifelong learners, teachers and students in K-12 and higher education.
- Work with and manage external partnerships and contracts related to content development and implementation.
- Supervise the Technical Producer and casual event workers (including staff and volunteers), build staff capacity in the use of digital learning tools through leadership, on-the-job training, guidance, support and feedback to meet established goals.
- Manage OH&S aspects of digital learning programs, including undertaking risk assessments for public events and the induction of speakers, artists, performers, contractors and other staff as required.
- Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.
- Contribute to the leadership group within the wider Digital & Learning teams to maximise program development and delivery, opportunities for collaboration within and outside the team and improved efficiency and effectiveness.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

1. The ability to lead and communicate with influence, including listening actively and clearly articulating your message in both oral and written forms, as to provide a high-quality client service.
2. Shape strategic thinking through understanding the National Gallery's objectives and aligning operational requirements including consideration of longer-term impacts of your own work and work area.
3. The ability to manage your and your team's workload to achieve results including monitoring project progress and adjusting plans as required, often working to competing priorities.
4. Effective stakeholder engagement skills to work collaboratively with a diverse range of stakeholders including, Gallery employees and the public.
5. The ability to act with integrity, showing sound judgement and professionalism.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- Hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications or equivalent professional experience within a cultural organisation
- An ACT Working with Vulnerable People Card (or the ability to obtain).

Work, Health & Safety Obligations

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Georgia Close on +61 2 6240 6560 or Georgia.close@nga.gov.au.