

# Role Charter

POSITION:	ART TUTOR
Reports to:	Learning and Audience Development Curator
Accountable to	Gallery Director
Directorate:	City Services
Date revised:	July 2022

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

The role of the Art Tutor is to inspire Maitland Regional Art Gallery (MRAG) audiences through creative programs. The Art Tutor will collaborate with the Learning and Audience Development Curator to support the development and delivery of programs and resources for Gallery visitors, students and teachers.

## Core Accountabilities

1. Guided by the Learning and Development Curator, assist with the design and delivery of learning programs for MRAG audiences, including onsite Gallery and workshop programs, online digital resources and outreach.
2. Work with the Learning and Audience Development Curator to support artists and internal stakeholders to embed learning perspectives in programs and resources.

3. Support the administration and promotion of Learning programs.
4. Maintain a positive image of Council through the delivery of excellent customer service across all areas of the Gallery services, including community engagement and upholding Gallery presentation standards.
5. Maintain the integrity and security of the works of art, exhibition spaces and building by ensuring

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Essential Criteria**

1. Diploma of Visual Arts, or equivalent demonstrated experience.
2. Contemporary industry knowledge and demonstrated experience in the provision of learning programs to a diverse audience.
3. Experience in developing and coordinating creative projects, public programs or events.
4. Knowledge and familiarity with contemporary national and International Art and its terms, methods and mediums, and a demonstrated passion and enthusiasm for the visual arts.
5. Effective oral and written communication skills, including the ability to prepare correspondence and reports.
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Solid experience in the use of Microsoft Office Suite
8. NSW Working with Children clearance number.

### **Desirable Criteria**

1. Contemporary experience working with formal and informal education.
2. Contemporary event management experience.

Date:

Agreed:

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**Employee Name**

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**Employee signature**