



POSITION DESCRIPTION

CULTURAL PROGRAMS OFFICER- YOUNG PEOPLE

PRINCIPAL OBJECTIVES

Create fun, vibrant and innovative cultural experiences for young people (0-15 Years) to inspire a sense of place, play and wonder and promote learning, literacy, creativity and history.

- 1. POSITION TITLE:** Cultural Programs Officer- Young People
- 2. REPORTS TO:** Team Leader Events and Programming
- 3. LEVEL:** L5/6
- 4. AWARD/AGREEMENT:** City of Melville Over Award Classification
- 5. POSITIONS REPORTING:** N/A



6. PRINCIPAL RESPONSIBILITIES & DUTIES:

- Work collaboratively with the Events and Programming Team to deliver outcomes of the Cultural Plan for young people in the community
- Develop, implement, evaluate and facilitate library cultural programs for young people
- Coordinate the Better Beginnings program across all participating libraries
- Coordinate Children's Book Week across all participating libraries
- Provide professional guidance and training to staff that deploy services to young people
- Engage with staff and external stakeholders to partner with the development and deployment of Cultural Services programs and events for young people
- Source alternative funding via grants and sponsorship for special events and programs
- Monitor community demographics, industry trends and AEDC results to determine programming needs for young people
- Work collaboratively across the Cultural Services Team, including arts, museums and galleries, and the Community Development team to determine youth program and event priorities
- Proactively engage with young people, parents, guardians, educational institutions and other stakeholders to understand and respond to their needs in the provision of library and cultural services, resources and programs
- Assist with the development and monitoring of the Cultural Services budget
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment & Quality culture and associated policies and procedures.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs.
- Required to comply with all relevant environmental legislation, regulations and standards.
- Undertake other tasks as requested within scope and level of position.

MANDATORY ORGANISATIONAL TRAINING:

- Code of Conduct Training
- Occupational Health and Safety Training
- Customer Service and Complaint Management Training

7. ESSENTIAL & DESIRABLE QUALIFICATION AND LICENCES:

- Essential - Tertiary qualification in Librarianship, the Arts, Museums or Humanities
- Essential – Current C Class Drivers License
- Essential - Current Working with Children Check
- Desirable - Current Applied First Aid Certificate

8. EXPERTISE – EXPERIENCE & KNOWLEDGE:

- Demonstrated experience in the development and delivery of events and programs
- Demonstrated experience in the application of community engagement practices and principles
- Knowledge of literacy and early childhood development
- Experience applying for and the acquittal of grant and sponsorship funding.
- Experience in the use of Microsoft suite of products
- Experience in developing and implementing work plans and procedures
- Experience in developing and monitoring budgets
- Knowledge of developing trends and research in libraries and cultural development
- Demonstrated ability to research, interpret and use data for evidence based decision making
- Experience in marketing and promotion of events and programs.

9. SKILLS:

- Effective interpersonal, verbal and written communication skills
- Effective organisation and time management skills
- Effective problem solving and decision making skills
- Excellent customer service skills

10. JUDGEMENTS:

- This position works under general supervision but you will be required to work autonomously at times, particularly during program delivery
- Degree of control over activities is governed by work practices, standards and practices, objectives and budget constraints.
- Problem solving and decision making is undertaken within established procedures and guidelines.
- Under the guidance of the Team Leader Events and Programming, make discretionary decisions that can be substantiated within operational guidelines, standards, procedures and relevant legislation to effectively resolve customer issues and needs.