

POSITION DESCRIPTION

NEO-Learning

Membership & Engagement Co-Ordinator

May 2022

Primary location	Flexible
Reporting to	NEO-Learning Creative Producer
Working with	Big hART staff, schools, teachers and community
Time commitment	2 days per week 6-month contract with a 2-month probation period, and option for ongoing
Salary details	\$75,000 - \$77,000 pro rata range commensurate with qualifications and experience, plus superannuation.
How to apply	Applicants must follow the Application Process outlined below. Aboriginal and Torres Strait Islanders Australians and First Nations applicants are strongly encouraged to apply.

Big hART is offering an exciting opportunity to work with Australia's leading arts and social change organisation, as a team member of *NEO-Learning*, an innovative education platform for primary school teachers and students. *NEO-Learning* provides access to quality First Nations digital arts content, resources and live virtual experiences, all co-created by young First Nations artists from the community of Ieramugadu (Roebourne, Western Australia)

We are seeking an enthusiastic and skilled Memberships and Engagement Co-Ordinator, whose work will focus on opportunities to expand on NEO-Learnings reach, as well as catering for the existing NEO-Learning membership community of teachers and schools. This role requires a detail oriented person with strong values, solid interpersonal skills, a passion for social change, and some experience in the education sector.

ABOUT US

Big hART is Australia's leading arts and social change organisation, telling Australia's most invisible stories. Started in North West Tasmania 30 years ago, Big hART has now worked with over 54 communities in regional, remote and urban Australia to great acclaim winning over 45 awards across the arts, government and corporate sectors.

We Make Art - Authentic, high-quality art made with communities.

We Build Community - Everyone, everywhere has the right to thrive

We Drive Change - positive, generational change begins as a cultural shift

Big hART began working in Roebourne (Ieramugadu), in the Pilbara region of Western Australia in 2010, at the invitation of the Roebourne community.

The *New Roebourne* project is built on successful community collaboration and comprises a suite of workshops, concerts, video, digital art and music programs delivered simultaneously to build community skills, resilience and pride. The project is dependent on our ongoing dialogue with Elders in the community and strong partnerships with local Aboriginal organisations.

NEO-Learning builds on the work of New Roebourne, and amplifies it nationally. An education platform for all Australian primary schools, *NEO-Learning* is run in partnership with the community and is available to students from all backgrounds. All the content on the platform is co-created in the Digital Lab on Ngarluma country. Young people create incredible art, and build skills in the lab, mentored by highly skilled digital artists and this work is then shared nationally.

The platform aims to empower teachers to feel confidence, so that we can deliver First Nations content in the classroom together. *NEO-Learning* champions the voices and work of young community members from Roebourne.

Big hART acknowledges the Traditional Owners of the lands in which we work. We pay respect to Elders past, present and emerging. Always was, always will be Aboriginal Land.

KEY AREAS OF RESPONSIBILITY

Engagement:

- Develop and implement strategies to increase the membership reach of *NEO-Learning* nationally
- Support the development of project materials that outline the membership benefits and offers of the *NEO-Learning* project
- Engage in events and networking opportunities, including but not limited to the education sector, to raise awareness of the NEO-Learning platform

Memberships:

- Support communications with current and new NEO-Learning members, including project updates, Professional Development, membership queries, bookings, and welcome sessions
- Support the delivery of virtual classroom offerings through school and teacher liaison

Project administration:

- Support with ongoing funding acquittals and reporting
- Assist with program administration where required
- Work with Big hART publicist to support the NEO-Learning project media needs

DESIRABLE SKILLS, ASSETS AND EXPERIENCE

A highly skilled Membership and Engagement Co-Ordinator with a passion for education, social change and art. The role requires the following skills and experience base:

- High-level written and verbal communication skills
- Experienced background in Australian education sector
- Experience in direct client / customer facing communications
- Demonstrated understanding of First Nations ways of knowing, being and doing.
- A passion and interest in the arts and social change
- A passion and interest in education of young people
- Demonstrated capacity to use initiative, resourcefulness and the ability to think creatively about complex challenges
- Collaborative, flexible, pro-active personality
- Ability to work independently within a small and dedicated team

TIMEFRAME

Initial period: Immediate start for a minimum 6 month contract, with potential to extend.

APPLICATION PROCESS

Please send your application consisting of a covering letter no more than two pages that includes the following points:

1. Your passion and experience in education
2. Your experience in 'client facing' co-ordination work
3. Your interest / experience in programs for First Nations people
4. A similar project or outcome that you are proud of, and why.

As well as a brief up-to-date CV, and the names and contact details of two professional referees – emailed as a single PDF to Sam Hawker (National Operations Manager) sam@bighart.org

Applications to be submitted by: Friday 3 June, 2022