# Education Sessional Guide Position Description

## Position Title

Old Treasury Building Sessional Education Guide

## Introduction

The Old Treasury Building is regarded as one of the finest nineteenth century buildings in Australia. The Building occupies a unique position in the history of Melbourne. It is located at 20 Spring Street at the top of Collins Street. The OTB General Manager has responsibility for the overall management of the site, staff and volunteers.

## Purpose

Museum education guides aim to deliver high quality and dynamic programs of learning and participation. They ensure that the museum’s exhibits act as a learning resource for all ages.

Museum education guides develop and deliver the museum’s learning program to primary and secondary schools, based on the curriculum. They may also work with tertiary students and adult groups.

## Responsibilities and Duties

Become familiar with the history of the OTB, JJ Clark and exhibitions

Become familiar with OTB and PROV websites and printed resource material

Create a welcome environment for visiting groups, conducive to learning, through quality customer service standards

Develop and deliver programs that link exhibits with relevant curricula

Participate in professional development opportunities and other training

## Reports to

Public Programs Manager – for educational matters

Operations Manager - for administrative purposes

## Terms of Employment

12 month contract

Casual hourly rate $45 plus superannuation when applicable

Minimum engagement period of 1 hour

## Time Commitment

On a sessional basis as required

## Training

On –site training for this position will be provided:

 Briefings about the building and its exhibits

 Notes about the building and its exhibits

 Presentations related to curricula.

## Qualifications

Teaching qualifications:

A teaching qualification recognised for registration as a teacher in Victoria

Preference will be given to teachers with a history teaching qualification.

Relevant teaching experience: primary, secondary, other

## Skills

Strong interest in and knowledge

Ability to work well as part of a team

## Dress Code

Business casual

## Occupational Health and Safety

Adhere to the relevant OTB policies and procedures.

## Clearance for working with children

1. Current VIT registration

OR

1. Working with Children Card and current Police Check