



POSITION DESCRIPTION

Title	PUBLIC PROGRAMS MANAGER
Reports to	Artistic Director
Direct reports	Teaching Artists (multiple sub-contractors) Volunteers
Issue date	July 2024

JOB PURPOSE

The Public Programs Manager is responsible for programming and overseeing workshops, classes and tours offered to the general public including:

- Group and school tours and workshops
- Adult Creative Workshops
- Class on Demand
- Make Your Own program
- School holiday workshops
- Skill based workshops, intensives and masterclasses

This position also contributes to the planning and delivery of artist's talks and other public events linked to the exhibition and residency programs. It administers the volunteers program. A current Working with Vulnerable People General Registration and a First Aid Certificate will be required, and an Australian Drivers Licence is desirable.

STATEMENT OF DUTIES

Strategy

- Develop, consult, plan and oversee the delivery of high-quality education and community engagement programs for Canberra Glassworks in consultation with the Artistic Director and teaching artists
- Work collaboratively with Canberra Glassworks teams and external stakeholders on long-term planning, development and coordination of key education and community programs for Canberra Glassworks such as Science Week
- Develop budgets, funding applications and reports on public programs
- Provide statistical and financial analysis and anecdotal evidence about the program to support decision making

Engagement

- Administer and deliver all scheduled public programs
- Represent Canberra Glassworks at meetings with peers and colleagues in the sector
- Provide support to the Artistic Director and other staff where required
- Consult, engage and brief Teaching Artists and volunteers about program activities
- Schedule events, workshops, classes and tours
- Deliver tours and tile classes when required
- Provide weekly program briefing to Gallery Shop Manager and staff
- Works closely with Administration Coordinator

Canberra Glassworks

11 Wentworth Ave Kingston ACT 2604

Open Wed to Sun 10am - 4pm

canberraglassworks.com





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Marketing and Communications

- Prepare content for marketing and promotion of the public programs in collaboration with the Marketing Coordinator. This includes providing information for marketing materials, website, education resources, advertisements and other communication tools

Information Management

- Keep accurate and up-to-date records on all current programs and files of relationship histories
- Ensure subcontractor contracts are managed and are up-to-date
- Ensure subcontractors statutory requirements are up-to-date for Working with Vulnerable people, First Aid and any other emergency procedure requirements
- Maintain accurate bookings in Canberra Glassworks' booking system Rezdy

Administration

- Order materials from specialist companies
- Provide stocktake support for education supplies
- Work with the Finance team on the timely and accurate invoicing and receipts
- Provide bi-monthly board reports in line with deliverables from the Strategic Plan
- Manage budgets, including monitoring expenditure and maximising outcomes with limited resources
- Contribute to the safety culture of Canberra Glassworks by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all Canberra Glassworks' WH&S policies and/or procedures and guidelines relevant to the job
- Comply with Canberra Glassworks' policies and procedures and Code of Conduct.
- Other duties as required.

KEY RELATIONSHIPS

CEO	Provides support and information when required
Artistic Director	Weekly meetings and updates are required
Board	Provides bi-monthly Public Programs report to Board
Gallery Shop Manager	Provides weekly briefing on forthcoming program
Administration Coordinator	Provides administrative support and back up as required
Canberra Glassworks Staff	Develop and maintain effective working relationships, engaging and consulting in the delivery of organisational objectives

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