

SHAPING AN
AWESOME
HAMILTON

PUBLIC PROGRAMMES COORDINATOR

COMMUNITY

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - adaptability, simplicity, inclusiveness, guardianship, and ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the **Visitor Destinations Unit**. The purpose of this group is to create and maximize the value that Hamilton has to offer by providing amazing city destinations that attract, delight, and engage residents and visitors alike

This position is a Children's Worker as defined under the Children's Act 2014. Hamilton City Council is committed to providing a safe environment for children attending Council-owned and operated facilities. It is expected that all Council employees working with children and young people will operate in a way that reflects this intent.

WHAT YOU WILL DO

Reporting to the Visitor Experience Manager, as the Public Programmes Coordinator you will inspire and enrich the experience of visitors and the community, through the development, delivery and promotion of public programmes incorporating performances, workshops and other events related to the Museum’s collection and exhibitions

Reports to	Visitor Experience Manager
Responsible for (total number of staff)	Nil
Delegation	Nil
Budget	Nil

- Coordination and creation of public programmes, incorporating performances, workshops, speaker presentations, school holiday programmes and other events that complement and enrich the Museum visitor experience through innovative and interesting design, planning and delivery.
- Ensure that contractors, presenters, and performance artists are engaged to provide services to match programme requirements.
- Appropriate funding programming and sponsorship opportunities are scoped.
- Funding applications and/or proposals for public programmes and/or events are executed in accordance with organizational policy.
- Strong and effective relationships with individuals and groups within the wider community are established and sustained to provide channels for ongoing programme development and promotion.

YOU BRING TO THE ROLE

- Relevant tertiary qualification in arts, social sciences or business management.

EXPERIENCE

- Minimum of three years experience designing and delivering public programmes

SKILLS AND KNOWLEDGE

- Experience in evaluation and assessment of public programme learning outcomes
- Relevant experience in sourcing funding and sponsorship
- Excellent written and oral communication
- Excellent in the use of Microsoft Office
- Flair for presenting ideas and information that is creative and inspires learning
- Excellent teamwork
- Full driver’s license
- Current First Aid certificate (preferred, but not essential)
- Adhere to the Child Protection policy, procedures, and requirements to ensure the safety and wellbeing for children and young people at Council facilities.
- Attend and participate in mandatory child protection training programmes, including induction and refresher courses.
- Undergo mandatory regular safety checks (minimum every 3 years) and any other time Council deems it appropriate.

- Adhere to Health and Safety policies and procedures, enabling a safe, healthy work environment for all workers and members of the public
- Participate in health and safety relating to position activities
- Stop and/or report any unsafe practices
- Adhere to the Child Protection policy, procedures and requirements to ensure the safety and wellbeing for children and young people at Council facilities.
- Attend and participate in mandatory child protection training programmes, including induction and refresher courses.
- Undergo mandatory regular safety checks (minimum every 3 years) and any other time Council deems it appropriate.
- Contributes to special projects as required
- Participates in Civil Defence emergency events and training if required
- Improves work processes and systems.
- Actively participate, comply, and engage in all health and safety activities, policies, and practices including Civil Defence.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It’s vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

KEY OUTCOMES

Some of the **key outcomes** for this role include: