



POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Library Creative Programs Co-ordinator
Team, Unit, Division:	Burwood Library Community, Library & Aquatic Services Corporate, Governance & Community
Reports To:	Library Project Change Manager
Positions Reporting to this Position:	Creative Programs Officer
Grade:	7

1. POSITION PURPOSE

Council has refurbished and expanded the Burwood Library and Hub in 2020. The Hub now includes a maker space, two media labs, two interactive lounges and two learning labs. The Library Creative Programs Co-ordinator will work collaboratively with the Library Project Change Manager and Library staff to activate the Library and Hub with a range of creative programs.

The Library Creative Programs Co-ordinator will initiate, plan and deliver creative learning programs that provide opportunities for people to express themselves creatively. This will include education and training in using creative technologies to allow people to build their digital literacy skills and/or create their own digital content. The occupant will also provide support and direction to staff delivering programs and events to the community.

The Library Creative Programs Co-ordinator will actively engage with all stakeholders and develop partnerships with other service providers to maximise the value that the Hub can return to the community.

1. SELECTION CRITERIA

ESSENTIAL CRITERIA

- A university degree, certificate or diploma in library information, cultural services or in a related IT discipline.
 - Demonstrated experience in strategic planning with the ability to develop strategic objectives and plans that achieve outcomes.
 - Demonstrated experience in developing, delivering, evaluating and reviewing technology based programs and events, including community learning workshops and programs to diverse audiences.
 - Proven ability in one of the following areas:
 - Managing a media lab, including demonstrated skills in audio and video production.
 - Knowledge of robotics and programming languages.
 - Experience with Augmented Reality (AR) and Virtual Reality (VR) programs.
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- Exceptional oral, written and interpersonal communication skills with the ability to establish and maintain effective working relationships, interact with members of the community and engage with community groups.
 - Proven ability to make engaging presentations, both face-to-face and through online workshops.
 - Demonstrated ability and experience leading and motivating teams of staff.
 - Demonstrated commitment to EEO, WHS, social justice and cultural diversity principles.
 - Current Class C Drivers Licence and Working with Children Check Clearance.

DESIRABLE CRITERIA

- Experience in working in Local Government
- Experience working in a public library
- A Certificate IV in Training and Assessment

2. MAJOR ROLE AND CHALLENGES OF THE POSITION

The major challenges of the position are:

- Leading and managing the Library's creative and business programming through the Library and the Hub.
- Developing strategic and marketing plans for providing in-demand creative events, workshops and programs, including developing a vision for the Hub that excites the community.
- Developing a calendar of events, workshops and programs that make the Hub a destination space for the community.
- Ensuring that all attendees at Hub events and programs receive a positive customer experience; one that they talk about and one that will make them want to come back to engage in future events and programs.
- Establishing partnerships with key stakeholders, community groups and other service providers that can enhance the reputation of the Hub and maximise the value that the Hub returns to the community.
- Designing and delivering engaging presentations that motivate attendees to pursue their own creative interests.

3. WH&S RESPONSIBILITIES

Supervisors and Team Leaders are responsible for the day-to-day supervision of their employees and contractors and for ensuring all tasks are performed safely. In particular, they shall:

- Ensure all tasks are performed in accordance with legislative requirements
 - Ensure all tasks are performed in accordance with the safe work method statements and safe operating procedures
 - Review all Council activities and undertake steps to improve safety
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- Promote WH&S with employees, contractors and the public
 - Ensure reported hazards and other WH&S issues are dealt with immediately or discussed with Senior and/or Middle Managers without delay
 - Ensure employees and contractors participate in relevant WH&S training
 - Ensure that injured employees and contractors are adequately cared for immediately following an accident
 - Investigate incidents and near misses, take action and/or make recommendations to ensure they do not reoccur
 - Ensure employees and contractors wear the correct PPE at all times
 - Ensure other employees visiting the worksite are wearing the correct PPE
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4. KEY ACCOUNTABILITIES

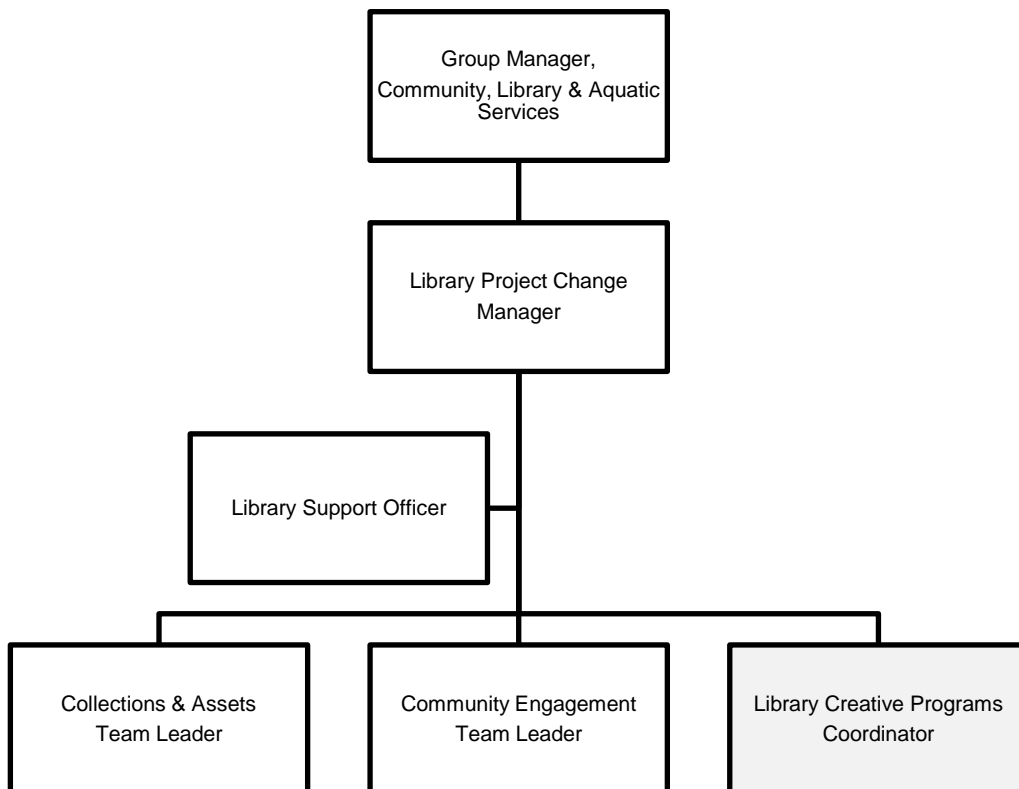
Carry out all tasks associated with activating the Library and Hub with a range of creative programs including:

- Accountable and responsible for designing and delivering/co-ordinating a range of high quality innovative and creative events and programs through the Hub's creative spaces, while providing an excellent customer experience to all attendees.
- Design and implement a range of online programs, such as workshops and webinars that promote and support the Hub, including working co-operatively with internal and external customers.
- Develop and implement effective publicity and marketing strategies, including a Calendar of Events and a YouTube channel for the Hub.
- Supervise the Creative Programs Officer and provide leadership and guidance to Library staff in designing and delivering creative events and programs.
- Establish, develop and maintain collaborative partnerships with staff in other Council departments, local business, community groups, schools and cultural organisations.
- Develop innovative ideas, make recommendations and implement systems, plans and policies used in events and programs in the Hub, including keeping up up-to-date with technological developments and emerging trends that may be included in the delivery of creative events and programs through the Hub.
- Contribute to the development, implementation and review of the Library's strategic and operational plans, including developing strategies to engage the community in the Hub's events and programs.
- Promote the Hub through outreach, a range of media channels and by providing tours and information sessions to community groups.
- Develop and use survey and evaluation tools to measure, evaluate and report on the performance of programs provided through the Hub and which can be used as a tool to drive continuous improvement.
- Research, prepare and write reports and grant submissions.
- Utilise library resources, including staffing and budget, to achieve high quality outcomes for the community through the events and programs provided through the Hub.



- Perform all duties in accordance with delegated authority.
- Comply with Council's Code of Conduct, policies and procedures whilst employed by or acting on behalf of Council.

ORGANISATIONAL RELATIONSHIPS



APPROVAL OF POSITION DESCRIPTION

- This Position Description has been reviewed and accurately describes the role.
- Job qualifications are relevant to the position.
- If changes are required to be made to your Position Description, please contact the People & Culture team.

General Manager:

Date:

Position Holder:

Date: