

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Education & Outreach Officer
Job Level	
Department	Education Outreach
Reporting To	Director, STPI Gallery
Subordinate(s) (if applicable)	

Overall Job Objectives:

The Education & Outreach Officer is responsible for developing and delivering a diverse and dynamic education and outreach programmes to schools as well as members of the public, with the aim of promoting STPI's workshop and gallery as a venue for learning and participation. This includes liaison with STPI's docents, managing internship programmes and volunteers for Gallery.

Core Responsibilities:

- Outreach and Public Programmes:
 - To create and develop tailored programmes with the Senior Education & Outreach Officer to engage the public in line with STPI's offerings and ethos. The programmes vary from:
 - School/Organisation & Public Guided tours of the Exhibition and Workshop
 - School/Organisation & Public Hands-on Workshops
 - Artists Talks
 - Film Screenings
 - Coffee and Conversation Sessions with current VAP artists
 - Annual Open House
 - Yearly external outreach programmes
 - VAC Joint Education Initiatives
 - To work closely with the Communication team in the following areas for exhibition-related public programmes:
 - To co-develop and organize exhibition-related public programmes
 - To provide logistic and administrative support for all public programmes
 - To work closely with the Communications team to ensure communication of all STPI's public programmes to targeted audiences
 - The Education and Outreach Officer ensures the smooth delivery of the above programmes. The duties involve:
 - To co-develop customized outreach programmes for schools, special interest groups and members of the public around particular exhibitions or workshops with the Senior Education & Outreach Officer
 - To manage, organize and oversee guided tour requests and scheduling for guided tours at STPI

- To reach out to various groups (schools, organisations and associations) for them to organize visits and workshop sessions at STPI
 - To develop and maintain new and existing partnerships with schools, institutions, organisations and associations for various outreach and educational programmes
 - To oversee set up and to provide logistic and administrative support for all public programmes at STPI
 - To keep track of all STPI's visitorship and event numbers
 - To keep track of income and expenditure for education matters
 - To co-develop and co-organise the 2-Day Annual Open House at STPI with the Senior Education & Outreach Officer
 - To work with the Senior Education and Outreach Officer to develop synergized outreach activities with other museum staff
 - To oversee all incoming education-related payments and invoices. To follow up and liaise with schools on incoming payment and invoicing matters to submit all invoice request to Finance for payment processing
 - To manage and maintain STPI's Museum Roundtable membership matters
- Reports and Board Papers:
 - To oversee, manage, collate and submit education monthly report to Gallery Director. This report includes visitorship/ event numbers and income/ expenditure.
 - To support Gallery Director on all required paper submissions to the Ministry where the Education department is concerned
 - To submit Education Board Papers on a quarterly basis. To collate Education's KPIs and to provide a detailed analysis and comparison of income versus expenditure and visitorship numbers on a quarterly basis.
 - To collate, submit income and sales received from donations, education-related programmes and STPI's Corner Shop to Finance weekly.
- Videography:
 - To oversee and manage all STPI-related videography projects. The duties include:
 - To source for suitable videography companies for videography projects
 - To transcribe video interviews when it is not provided by the hired company
 - To piece together the video narrative based on interview transcripts for the videos
 - To come up with interview questions for artists and guest interviewees
 - To liaise with the workshop team and guest interviewees for the scheduling of interviews and videography days
 - To archive all STPI-produced videos
 - To follow up with Finance for payment of videography services

- STPI Docent Team:
 - To oversee and manage STPI's Docent Team. The duties include:
 - To co-organize annual docents' training sessions with Senior Education & Outreach Officer and STPI docent coordinator
 - To work closely with STPI docent coordinator and scheduler to schedule guided tour requests and regular tours
 - To send information such as press releases, biographies, essays and public programmes to docent in preparation for guided tours of upcoming exhibitions
 - To organize annual docent appreciation lunch for STPI docents
 - To prepare farewell and appreciation gifts for docents who have contributed significantly to STPI
 - To coordinate pre-exhibition guided tours for STPI's docents and staff

- Internship Programmes – Gallery & Workshop:
 - To oversee and manage gallery internships as an internship supervisor at STPI. The duties include:
 - To develop new partnerships and maintain existing partnerships with art colleges, tertiary institutions and universities to host students for gallery internships at STPI
 - To review gallery internship applications and to follow up with applicants to organize interview sessions
 - To interview and firm up decisions on suitable candidates for internship
 - To provide orientations for the gallery interns
 - To liaise with the lecturers/ coordinators and to follow up on other administrative matters
 - To update internship contents on STPI's website

- Workshops:
 - To assist Senior Education & Outreach officer in the following areas for workshops:
 - To co-develop and enhance workshop offerings, which would increase workshop participation and maximize STPI as a learning resource for all groups of individuals
 - To co-customize workshops and event requests
 - To assist in conducting workshop sessions within and outside STPI
 - To follow up on all payment, logistics and administrative matters
 - To deputize Senior Education and Outreach Officer in overseeing and managing workshop requests and workshops

Job Specifications:

- A Bachelor Degree with at least 3-4 years of relevant work experience
- Passion for art and exposure to the art world will be an added advantage
- Team player who is resourceful detail-oriented and ability to manage multiple projects/tasks simultaneously
- Possess excellent interpersonal, communication and presentation skills, including writing and supervisory skills
- Proficient in Microsoft Office

- Availability to work on occasional flexible hours

Key Deliverables:

- Create and develop new educational programmes and kits to engage the public with STPI programme offerings
- To collate visitorship numbers and to analyze feedback on the outreach activities or programmes
- To represent and promote STPI with external educational or cultural bodies to establish a network of partnerships
- To manage, oversee and supervise the internship programmes

Prepared By	Theresa Cheong
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