



## **PERTH INSTITUTE OF CONTEMPORARY ARTS (PICA)**

PICA acknowledges the unceded homelands of the Whadjuk Noongar People, who have cared for this Country for thousands of years. We respect all First Nations people and recognise their vital connection to culture, community and Country. We honour Elders past and present whose wisdom enriches our understanding of this place.

PICA is a non-profit, multi-arts organisation situated in the heart of the Perth Cultural Centre in Western Australia. Since 1989, we have operated as a development and presenting organisation, delivering curated programs of exhibitions, contemporary dance, experimental theatre, new music and live art by Australian and international artists.

Our dedicated studio program gives artists the space and time to experiment, take risks, receive peer feedback and work internationally. Our learning and events programs amplify artists voices, engage diverse audiences and support critical discussions around contemporary issues. Our access programs seek to reduce barriers to participation, promoting access, equality and inclusion.

PICA is committed to creating sustainable pathways for both artists and arts workers. We work with artists throughout their careers – multiple times and in multiple ways – remaining responsive to their changing needs and the evolving arts landscape. Our large-scale, multi-purpose building (formerly a government school) provides a centrally-located, unique space for experimentation, critical analysis and debate, positioning PICA as an incubator that offers resources and mentorship while nurturing new ideas and practices.

PICA is recognised as a leader at the intersection of art forms. We champion artists who challenge boundaries and play a crucial role in developing significant projects with artists at all stages of their careers. Our building enables PICA to be ambitious and experimental, presenting multiple projects at any given time. We work at a range of scales: from the iconic site of our downstairs gallery (formerly an assembly hall) to the more familiar scale of former classrooms. PICA is also home to a Performance Space, dedicated Screen Space, Clocktower and elegant, light-filled West End Gallery. Our facade offers many opportunities for engagement with the surrounding Perth Cultural Centre.

PICA champions First Nations voices by supporting First Nations-led work and celebrating Aboriginal ways of knowing, guided by our Aboriginal Advisory Group and Artist Advisory Group. We actively engage with communities of all ages – inside and outside the art world – to ensure our work is relevant, timely, accessible and responsive.

PICA's programs forge connections between artists and audiences across art forms, cultures and geographies. Our family-friendly PICA Hub activities, learning and access programs, free talks and school holiday workshops offer diverse audiences a deeper understanding of how art shapes our sense of self, identity and place. For the artists, audiences and communities we serve, PICA is known as a safe space for risky ideas—a meeting place, a resource, a provocateur and a partner in helping us better understand the world around us.

### Our Purpose

To engage, nurture and value contemporary artists, ideas and audiences.



## Our Vision

To be the home of contemporary arts in Western Australia.

## Our Values

- Visionary Thinking: We collaborate with artists at the forefront of culture and ideas, encouraging experimentation and innovation.
- Connection: We support artists in creating enriching experiences that resonate with diverse audiences and communities.
- Pathways: We create opportunities for artists and arts workers at all career stages, responding to their needs and sustaining their practices.
- Belonging: We foster a supportive environment built on integrity and accountability, ensuring everyone feels seen and valued. Collaboration is central to our mission.
- Sustainability: We strive for a sustainable and equitable future for the arts and society.



## POSITION DESCRIPTION

**Title:** Learning & Access Associate

**Position status:** Part time - 0.6 FTE

**Responsible to:** Learning & Access Manager

**Direct reports:** None

**Key relationships:** Internal: Director/CEO, Curator, Producer, Public Program & Studio Manager, Exhibition Coordinator, General Manager, Operations Manager, Communications & Marketing team, Visitor Experience Manager and staff  
External: program artists and partners, schools, educators, students, audiences and the arts community more broadly

### Position Purpose:

The Learning & Access Associate is a key role within PICA's Learning & Access team, supported by funding from The Minderoo Foundation. This position offers practical experience to build expertise in the WA arts sector and is ideal for an early-career arts educator with strong communication skills.

The Associate works closely with the Learning & Access Manager and programming team to design and deliver PICA's learning and access programs for students, teachers, adults and families. The role focuses on promoting access, equality and inclusion while building relationships with teachers and schools and coordinating education bookings. Through onsite activities and digital resources, the Associate delivers meaningful arts experiences that complement PICA's artistic program.

### Duties and Responsibilities:

#### 1. Programming

Assist the Learning & Access Manager to:

- Liaise with the programming team, partners and identified audiences to plan and develop learning and access programs for schools, tertiary institutions, community groups and families.
- Research and produce curriculum-linked teaching materials and education programs, including printed and digital resources.
- Develop creative workshop ideas and activities for children, families and people of all ages and abilities in the PICA Hub.
- Ensure all programs prioritise access, equality and inclusion by consulting with stakeholders and identifying barriers to participation.

#### 2. Delivery

In consultation with the Learning & Access Manager:

- Liaise with educators and schools to coordinate engagement and excursions for primary and secondary students from diverse school communities (including low SES communities) and tertiary institutions.



- Administer and update bookings for school visits (including documents and procedures), maintain the education database and keep the Visitor Experience team informed.
- Research, source and order workshop materials while liaising with corporate partners for in-kind support.
- Deliver exhibition tours, floor talks and other onsite learning content, working with programming and Visitor Experience staff as needed.
- Engage and support contract workers, such as teaching artists, in delivering programs.
- Manage the setup, delivery and pack down of PICA Hub activities with Visitor Experience staff and presenting partners.
- Oversee internal communications, including event schedules, to keep relevant staff and stakeholders updated on PICA Hub activities.
- Work with the Communications team to market PICA's learning programs, producing content for the website, Creative Learning E-News and PICA Hub.

### 3. Evaluation and Reporting

- Assist in implementing evaluation frameworks for PICA's learning and access programs to ensure alignment with state and national curricula and educational priorities.
- Contribute to collecting, analysing and reporting on key performance indicators (KPIs) for the learning and access programs.
- Support the Learning & Access Manager in preparing materials for funding applications and acquittals related to the Learning Program.

### 4. Other

- Maintain current knowledge of the sector and trends, proposing new ideas for PICA's learning and access programs.
- Ensure compliance with legal and reporting responsibilities, including WHS, contracts, copyright, Indigenous cultural rights, inclusivity and sustainability goals.
- Adhere to PICA's WHS policies and relevant procedures.
- Perform other duties as required.

### PICA's Learning & Access Associate will:

- Have a genuine interest in the contemporary arts and a desire to develop a career in art-led education.
- Possess strong verbal, written and editorial skills to communicate artists' work effectively.
- Demonstrate excellent interpersonal skills for building relationships within the arts, access and education sectors.
- Manage time effectively and meet deadlines, while handling competing priorities.
- Be proactive in learning and engaging in various administrative and hands-on tasks.
- Work collaboratively and independently as required.

### Selection Criteria:

1. Completion of a tertiary qualification with a minimum of two years' teaching and/or facilitation experience in a school or gallery context.
2. Strong knowledge and interest in contemporary art and culture.
3. Understanding of Western Australian and Australian curriculum requirements for primary and secondary students.



4. Knowledge of education theory and practice, with an interest in innovative and interdisciplinary teaching strategies that connect to cross-curricular priorities, including STEM.
5. Commitment to delivering accessible programs that remove barriers to participation.
6. Strong administrative, planning and project coordination skills, with a flexible and solutions-focused attitude.
7. Proficiency in computer applications, including Microsoft Office, Adobe Creative Suite, Outlook, Teams and Google Classroom.
8. The successful applicant must hold a Working with Children Check and a current driver's licence.

## **TO APPLY**

Submit your application via email with the following PDF attachments:

- A cover letter outlining your interest in contemporary art education, and the Learning & Access Associate position
- A written response to the selection criteria (max two pages)
- Your CV (max two pages)

For inquiries, contact PICA's Learning & Access Manager, Jenn Garland, at

[jenn.garland@pica.org.au](mailto:jenn.garland@pica.org.au)

Applications are due by 5pm Monday 4<sup>th</sup> November to PICA General Manager, Alana Culverhouse, at [jobs@pica.org.au](mailto:jobs@pica.org.au).