Education Officer
19-08-2019

The above mentioned position is available in the Public Heritage Education Department at Robben Island Museum.

Reporting to the Senior Manager Public Heritage Education the incumbent will be responsible for creating a learning strategy to engage the public in line with the ethos of the museum; Developing programmes of talks, activities and workshops around particular exhibitions or in response to particular themes or annual festivals.

Duties and Responsibilities:

- Creating and developing educational resources for visitors, schools, families and special interest groups;
- Facilitating history-inspired activities in the local community in response to requests from schools and community groups or to promote particular exhibitions;
- Collating, analysing and applying feedback on the educational activities provided;
- Invite external participants to provide logistical support;
- Representing and promoting the museum on external educational bodies in order to establish a network of useful and productive partnerships;
- Ensure that relevant research is conducted focusing on current needs and contextual debate;
- Review and ensure alignment to activities and curriculum plans in schools;
- Working with other museum/education departments staff to develop, adjust conceptual framework and market the museum and the events programme working with other museum staff to develop and market the museum and the events programme;
- Research innovative methodology for presentation of content and incorporate new learning approaches where applicable;
- Develop a project plans for the programmes. Research all the themes relevant to the programmes;
- Update, develop and create educational materials as required;
- Set up and maintain resource and information management system for programmes;
- Maintain filing system and data base and submit weekly/monthly/quarterly reports;
- Participate in the development of and keep abreast of developments pertaining to the Integrated Conservation Management Plan;
- Submit a proposed budget to the Senior Manager.

Experience and Technical skills:

- Diploma/Degree in Education/Heritage/Social Science/History or Social Science;
- 2 years working with young adults and young learners;
- 2 years working within heritage education environment;
- Programme design;
- Project management;
- Facilitation experience;
- Research and report writing;
- Code 8 drivers license would be advantageous;
- Good written and verbal communication skills;
- Ability to allocate resources appropriately to meet strategic objectives of the promotion of RIM;
- Attention to detail;
- Commitment to RIM’s mandate
- Excellent organisational and time management skills;
- Good interpersonal skills;
- Ability to interact with internal and external stakeholders;
- Ability to take the initiative and to develop new ideas/understanding based on.

RIM is an EE, AA, employer. RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 19 August 2019. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. please note your attachment should not exceed 10mb.