## Position Summary

 UNSW Library Sydney is one of Australia’s major research libraries, with extensive scholarly information resources, services, and facilities, including a flagship exhibition program. It serves a large population of academic and research staff and students on two campuses and affiliated research institutes.

The Special Collections & Experiential Learning Coordinator supports the development and delivery of the Library’s Object-Based Learning (OBL) Program, based on the Library’s Service Model for Curriculum Support. The OBL Framework has been devised and will guide the delivery of a program of workshops focused on specific objects and targeted critical skills development aligned with student learning outcomes. The role oversees the practical operations of all aspects of the Object-Based Learning Program, including hands-on workshops for students.

The role of Special Collections & Experiential Learning Coordinator reports to the Curator, Special Collections & Exhibitions and has no direct reports

## Accountabilities

Specific accountabilities for this role include:

* • Support to refine and implement the UNSW Library OBL Framework to ensure leading practice.
* Support and coordinate the practical operations of the OBL Program.
* Strategically select assets from Library Exhibitions and Special Collections, and coordinate collection loans.
* Prepare OBL resources and written communications, and maintain other documentation as required.
* Collaborate with academics or other stakeholders to coordinate and deliver OBL sessions and workshops ensuring accessibility adjustments are in place.
* Select and support the preservation and care of scholarly, creative, and cultural assets throughout the OBL session, and review insurance requirements for special assets.
* Assist with the development of an OBL web presence including the creation of digital OBL resources.
* Support ongoing requirements for online content and for communicating OBL outreach and promotional activities.
* Gather feedback and metrics used to evaluate impact of OBL sessions and assist with the analysis and reporting.
* Assist with developing proposals and budgetary projections for OBL programs for approval by the Director.
* Apply intellectual property, copyright, and moral rights laws and conventions to all aspects of work.
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

* Relevant tertiary qualification with subsequent relevant experience, or an equivalent level of competence gained through any other combination of education, training and/or experience.
* Demonstrated experience with object-based learning and/or experiential learning programs in Galleries, Libraries, Archives, Museums and Records (GLAMR) sector is highly desirable.
* Demonstrated experience in safe object handling procedures and collection assessments in Galleries, Libraries, Archives, Museums and Records (GLAMR) environments with knowledge of rare books and preventive conservation.
* Demonstrated experience supporting the practical operations of an education program, as well as planning and reporting.
* Demonstrated experience developing and maintaining documentation used in educational programs.
* Demonstrated knowledge of intellectual property, copyright and moral rights laws and conventions as they relate to exhibitions and special collections.
* Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
* Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
* Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders.
* Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
* An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.