



## POSITION DESCRIPTION

**Victorian College of the Arts**  
Faculty of Fine Arts and Music

### Tutor in Art

<b>POSITION NO</b>	0051285
<b>CLASSIFICATION</b>	Tutor, Level A
<b>SALARY</b>	\$73,669 - \$99,964 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part time (0.5 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Simone Slee Email <a href="mailto:sleesa@unimelb.edu.au">sleesa@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

VCA Art has a significant national reputation and has long established a dynamic presence as forward-looking with a clear mission to prepare artists with a lifelong commitment as professional practitioners, to be positive contributors to the profession and the broader community.

The incumbent will contribute to development, design and delivery of a high-quality undergraduate teaching programs, specifically Painting, including subject coordination and academic oversight responsibilities. The incumbent will also maintain and develop their current scholarly, research and/or professional activities relative to the profession or discipline.

The appointee will be an active and well-respected artist/researcher and experienced academic with expertise in teaching, scholarship and research and the ability to work within a team.

### ***1. Key Responsibilities***

#### **1.1 TEACHING AND LEARNING**

This position will be actively involved in the teaching and administration of the relevant academic programs in Art as offered by the Faculty.

This position is responsible for:

- ▶ The ongoing development and maintenance of professionally relevant, high quality curricula, course and subject material in the discipline of Art in consultation with appropriate staff.
- ▶ Undertaking a range of administrative functions, the majority of which are connected with the subjects in which the academic teaches.
- ▶ Consultation with students.
- ▶ Conducting tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions.
- ▶ Preparing and delivering lectures and seminars.
- ▶ Marking and assessment.
- ▶ Enhancing skills in all aspects of teaching practice, with appropriate mentoring including;
  - Curriculum design
  - Development of learning materials
  - Analysis of learning needs of students
  - Identification of appropriate approaches to teaching
  - Development of formative and summative assessments appropriately linked to learning goals
  - Developing ways to improve practice by obtaining analysis feedback
  - Embedding reflective practice within all aspects of teaching
- ▶ Maintaining currency with the latest ideas in the discipline and for teaching in the discipline
- ▶ Active participation in some outreach activities related to teaching and learning e.g. school outreach, first year orientation, academic advising, etc.

- ▶ Effective management and coordination of casual staff members
- ▶ Developing and supervising Breadth subjects, where appropriate

## 1.2 RESEARCH

- ▶ Maintain research active status as defined by the Faculty's "Research Active Definition" document
- ▶ Conduct research and be actively involved in professional activity.
- ▶ Honors and graduate supervision
- ▶ Develop, maintain and enhance the artistic and academic research programs within Art.
- ▶ Seek and maximise opportunities for multidisciplinary collaboration within the University and between disciplines and programs and cooperation across and within disciplines.

## 1.3 LEADERSHIP AND SERVICE

- ▶ Participate and provide leadership in the professional arts sector, particularly in relation to professional practice and research in Art.
- ▶ Effective liaison with external networks to foster collaborative partnerships
- ▶ Attend School and/or faculty meetings and/or membership of a number of committees.
- ▶ Participate in program planning and delivery within budget and in alignment with the Faculty's Vision, Purpose and Strategic Business Plans.
- ▶ Other duties consistent with this Position Description.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. Selection Criteria

- ▶ Demonstrated established and active artistic practice and ongoing engagement with contemporary art.
- ▶ Bachelor of Fine Arts and/or Masters or equivalent in the field of contemporary visual art practice and its theoretical context.
- ▶ Strong coordination and organisation skills
- ▶ Appropriate, significant teaching experience in a tertiary Art School context.
- ▶ Previous experience in undergraduate curriculum development and successful subject development and delivery.
- ▶ Demonstrated ability to work cooperatively and effectively in a small team.
- ▶ Strong communication and interpersonal skills.
- ▶ Understanding of the research environment in the field including current debates and practices, and the needs of research students.
- ▶ Ability to function as a vital and active member of VCA Art's academic team and to function at all times with integrity, professionalism and collegiality.

### ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous

### ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

### ***5. Other Information***

#### **5.1 VICTORIAN COLLEGE OF THE ARTS**

Further information about the Victorian College of the Arts can be found at <http://vca.unimelb.edu.au/>

#### **5.2 FACULTY OF FINE ARTS AND MUSIC**

Further information on the Faculty of Fine Arts and Music can be found at <https://finearts-music.unimelb.edu.au/>

### 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>