

POSITION DETAILS

TITLE	Educator – Arts & Heritage
REPORTS TO	Manager Arts & Heritage
LOCATION	Whakatāne District Council Arts & Heritage facilities and community locations
DATE	August 2026
DIRECT REPORTS	None
FINANCIAL DELEGATION	As per Financial Delegations Register

PURPOSE OF POSITION

Lead the design, development and delivery of engaging, innovative and culturally responsive learning programmes that bring Whakatāne District Council's arts and heritage exhibitions, collections, taonga, local histories and stories to life. The role will create meaningful learning experiences for our community, extending a focus to tamariki and rangatahi, particularly students aged 5–18, looking to complement and enhance classroom learning and connect with the New Zealand Curriculum.

Working across Te Kōputu a te whanga a Toi – Whakatāne Art Gallery and Te Whare Taonga o Taketake – Whakatāne Museum, the Arts & Heritage Educator will develop programmes, outreach, tours, learning resources and other participatory experiences. The role will work collaboratively with Arts & Heritage colleagues, teachers, artists, iwi, hapū and community partners to ensure learning is relevant, accessible and grounded in the people, places and histories of the Whakatāne District.

The role contributes to Council's strategic goals by increasing access, participation and connection with arts and heritage, and by supporting continuous improvement in learning and visitor engagement.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
EDUCATION PROGRAMME DESIGN & DEVELOPMENT	Contribute to strategic planning and continuous improvement of the Arts & Heritage community education and programming. Design, develop, review and tailor curriculum-aligned learning programmes that use exhibitions, artworks, collections, taonga and local histories as learning resources. Develop learning resources and educational content that support programmes, exhibitions, tours, workshops and community learning opportunities. Respond to curriculum developments, teacher and school needs, participant feedback, exhibition changes and contemporary museum and gallery education practice.
PROGRAMME DELIVERY & FACILITATION	Deliver engaging, innovative and participatory learning experiences for tamariki and rangatahi, including students aged 5-18. Facilitate inclusive learning experiences that encourage curiosity, creativity, critical thinking and active engagement, adapting delivery to diverse ages, abilities, cultures and learning needs.

TE AO MĀORI, TIKANGA & LOCAL KNOWLEDGE	Demonstrate a strong commitment to Te Tiriti o Waitangi and support the appropriate inclusion of te reo Māori, tikanga Māori, mātauranga Māori and local narratives within learning programmes. Build meaningful relationships with iwi, hapū, whānau and knowledge holders to ensure learning experiences, interpretation of taonga and associated knowledge are undertaken appropriately and in accordance with agreed cultural protocols.
RELATIONSHIP BUILDING & OUTREACH	Build and maintain strong relationships with schools, kura, iwi, hapū, community organisations and education networks to identify learning needs and opportunities. Work collaboratively with Arts & Heritage colleagues and stakeholders to develop, promote and deliver learning programmes and community engagement initiatives. Represent Council and Arts & Heritage positively in education, museum, gallery and community networks.
PROGRAMME ADMINISTRATION, EVALUATION & REPORTING	Manage programme enquiries, bookings, records and stakeholder information, ensuring accurate programme administration and timely communication. Monitor, evaluate and report on programme participation, engagement and outcomes, using feedback and evidence to support continuous improvement. Contribute to funding applications and sponsorship plan for Arts & Heritage. Manage programme resources, materials and budgets, planning work effectively to deliver agreed programmes and projects.
COMMUNITY & VISITOR EXPERIENCE	Contribute to a welcoming, inclusive and mana-enhancing visitor experience, supporting visitor hosting, public programmes and front-of-house activities while following established operational, security and collections protocols. Maintain working knowledge of current exhibitions, collections, programmes, Council services, policies, procedures and relevant systems. Actively and positively participate in Arts & Heritage and Council-wide projects and initiatives.
HEALTH, SAFETY & WELLBEING	Understand and follow Council health, safety and wellbeing policies, procedures and risk controls. Plan and deliver education activities with appropriate consideration of participant safety, accessibility, supervision, materials and venue requirements. Accurately report hazards, incidents and accidents and undertake required follow-up actions. Participate in relevant health and safety training and contribute to a positive safety culture.
ADDITIONAL DUTIES	Assist with emergency management and Civil Defence activities as required. Attend relevant training and maintain ongoing professional development. Undertake other reasonable duties relevant to the position, in agreement with the Manager – Arts & Heritage.

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
- Schools and kura - Teachers and education networks - Tertiary institutions - Iwi, hapū and whānau - Community groups - Artists and creative practitioners - Museums, galleries and sector organisations - Parents, caregivers and programme participants	- Councillors - Executive Leadership team - All staff

PERSON SPECIFICATION

QUALIFICATIONS	A relevant degree or masters qualification in arts, museum studies, art history or related field. A relevant teaching or education qualification. A full, clean current New Zealand driver licence.
EXPERIENCE	Two years' experience developing and delivering engaging learning or participatory programmes for children and young people. Experience working effectively with tamariki and rangatahi in an education, facilitation, cultural or community setting. Demonstrated understanding of the New Zealand Curriculum and the ability to translate curriculum concepts into meaningful learning experiences outside the classroom. Experience within a museum, art gallery, heritage, cultural or creative organisation is desirable. Experience developing education resources, workshops, tours, outreach or public programmes is desirable. Experience working collaboratively with schools, iwi, hapū, artists, community organisations or other stakeholders is desirable.
KNOWLEDGE, SKILLS AND ATTRIBUTES	Strong facilitation, presentation and communication skills, with the ability to engage diverse learners and audiences. An understanding of contemporary museum, gallery and heritage education practice and the value of object-, collection- and inquiry-based learning. Commitment to Te Tiriti o Waitangi, culturally responsive practice and the appropriate application of tikanga Māori. An understanding of, or willingness to develop knowledge of, the histories, communities and cultural context of the Whakatāne District. Ability to build trusted and productive relationships with teachers, schools, iwi, hapū, colleagues and community partners. Creative and innovative approach to sharing exhibitions, collections, taonga, art and stories through engaging learning experiences.

	Highly organised and proactive, with strong planning, administration and project-management skills. Ability to balance programme delivery, development, administration and competing priorities. Confident using Microsoft Office and able to learn relevant Council, booking and collections systems. Collaborative team member who demonstrates initiative, sound judgement, adaptability and commitment to high-quality service.
OVERALL	Able to work occasional evenings and weekends when programmes, events or exhibition activities require. Able to travel to schools and community locations across the Whakatāne District. Comply with Council policies, procedures, codes of conduct and all relevant legislative requirements. Act as an ambassador for Whakatāne District Council and demonstrate Council values through professional conduct and service delivery. Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.

I acknowledge that I have read and understand the duties and responsibilities described in this position description.

Employee signature

Date



OUR VISION AND VALUES

*Tō tātau matakiteinga
me ngā wāriutanga*

OUR VISION *Ngā matakiteinga*

 **Better Together**
Toitū te Kotahitanga

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

We put **people** at the
heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as **one team**
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

We are always **learning**
and **improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about
our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate**
and **proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together