Resource Coordinator

It is the duty of the Resource Coordinator to:

Monthly

- Report to and consult the QATA Executive about activities relating to Visual Art education resources in various stages of development

Ongoing

- Coordinate activities related to resources in collaboration with QATA stakeholders (e.g. Executive committee, members, affiliates such as artists and event presenters) as required, using the following examples as a guide:

    a. Stakeholder engagement
       - Set goals for resource development and schedule resource publication based on QATA activities and stakeholder needs
       - Seek stakeholder insights about the type of resources they need
       - Invite and collaborate with stakeholders to use their content for resources with appropriate permissions and copyright attributions
       - Create resources based on stakeholder needs using original content
       - Respond to inquiries (e.g. monitor QATA email inbox)

    b. Planning
       - Design and write resources to make multi-modal content using image, sound and text with alignment to Visual Art education teaching, learning and assessment objectives for targeted use with students in different schooling phases (e.g. Prep–Year 6, Years 7–10, Years 11–12)
       - Resources may include those that support artwork making and responding that are stand-alone or generated from events, such as artwork samples, step-by-step guides, teacher tips, artist interviews, artist workshops, etc.

    c. Production
       - Use traditional and digital tools as available to provide file formats that are suitable for sharing such as poster (PDF), photo (JPG), video (MP4), etc.

    d. Quality assurance
       - Collaborate with relevant QATA stakeholders to check for content accuracy and usability

    e. Publication

- ■ Upload resources to the QATA website in the Resource Portal that provides password restricted access for members

f. Events
- ■ Facilitate development of resources that are generated from events to support stakeholder engagement before, during and after

g. Promotion
- ■ Use QATA communication channels to promote resources

h. Feedback
- ■ Seek stakeholder insights about resources to find out what they find effective or needing enhancement

i. Analytics
- ■ Collate available data about member engagement with resources to apply ongoing enhancements (e.g. views, downloads, clicks and responses from promotions via email and social media etc.)

j. Revisions
- ■ Review and update resources to apply ongoing enhancements that apply stakeholder feedback and ensure accuracy

k. Maintenance
- ■ Monitor the Resource Portal to ensure resources are presented in ways that meet stakeholder needs (e.g. user friendly)