

**Remgro**  
**Management Services Limited**  
*(Previously M&I Group Services Limited)*

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## VACANCY

Applications are invited for the position of **Outreach Museum Educator** at The Rupert Museum NPC in Stellenbosch.

A Role Profile with full details is attached.

The salary package offered will be determined according to the successful candidate's qualifications and experience.

Please direct all applications accompanied by a CV to: [recruitment@remgro.com](mailto:recruitment@remgro.com)

**Closing date:** 08 July 2026

Please take note that the above position is concurrently being advertised externally.

# *role profile*

## ***SECTION 1: POSITION DETAILS***

<b>COMPANY :</b>	<b>Rupert Art Foundation</b>
<b>DEPARTMENT :</b>	<b>The Rupert Museum NPC</b>
<b>JOB TITLE :</b>	<b>Outreach Museum Educator</b>
<b>FUNCTION :</b>	<b>Managing outreach and related educational programmes</b>
<b>LOCATION :</b>	<b>The Rupert Museum NPC</b>
<b>REPORTS TO :</b>	<b>Senior Museum Educator</b>
<b>DATE :</b>	<b>June 2026</b>

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## ***SECTION 2: PURPOSE STATEMENT***

This should be an accurate and concise statement of why the job exists.

The Outreach Museum Educator develops and improves on educational programmes for Outreach Partners and fosters new potential relationships for the broader Outreach Programme which focuses particularly on school learners, youth and educators from at-risk communities.

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## ***SECTION 3: DIMENSIONS***

Use this section to identify the significant areas upon which the job impacts, either directly or indirectly.

### **3.1 Financial**

Annual Budget – for outreach programmes

Operating Costs – purchase equipment and art materials for workshops

### **3.2 Staff**

Working with the Senior Museum Educator and interns

### **3.3 Other**

Assist with the management of stock, equipment, assets and relating to the education department and manage outreach items independently

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## **SECTION 4: PRINCIPAL ACCOUNTABILITIES**

These are statements of the continuing end results of a job.

- Foster relationships for Outreach and activate collections through public programming and educational material
  - Education and public engagement through educational resources aimed at activating the permanent collections
  - Conceptualize and conduct guided educational tours and facilitate school programmes and workshops
  - Assist with development of educational materials in different formats, based on exhibitions and the permanent collection in partnership with the Senior Museum Educator
  - Assist the Senior Museum Educator with scheduling of tours, outreach and educational planning on the Education Digital Calendar (in liaison with Concierge)
  - Serve as liaison with partners, role players and stakeholders from educational institutions and community organizations, in alignment with the Senior Museum Educator
  - Capture data related to Outreach Programme Partners, such as contact details, class lists, names and ages, indemnity information, and number of participants during sessions.
  - Assist in compiling annual budgets for KickstART and other Outreach Programmes
  - Assist in developing and establishing policies/procedures for implementation as applicable to all educational programmes
  - Maintain systems and organisation in the educational workplace, e.g. through monthly stock-taking and general care of equipment and material. Ordering/buying art materials and resources for on-site stock, workshops and outreach
  - Correspondence with Outreach Partners in careful alignment with the Senior Museum Educator.
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## **SECTION 5: CONTEXT/ENVIRONMENT**

This section should describe the environment and circumstances under which the jobholder must operate.

### **5.1 External environment**

- Outreach partners identified in Stellenbosch winelands area Educators and learners particularly from at-risk communities
- Members of the community and community groups interested in outreach projects and collaboration
- Artists and workshop facilitators for public programmes

## 5.2 Internal environment

- Work closely with the Senior Museum Educator to develop outreach projects
  - Work closely with the intern and curatorial assistants on public programming and events
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## **SECTION 6: KNOWLEDGE, SKILLS AND EXPERIENCE**

This section should summarise the minimum knowledge, skills and experience necessary to perform satisfactorily in the job.

### 6.1 Knowledge/Qualifications

- A teaching qualification
- Knowledge of practical art teaching methodology
- Knowledge of design software, such as Adobe suite and/or Canva to compile and design educational materials
- Knowledge of art history and art theory
- Knowledge of contemporary culture from Africa and its Diaspora

### 6.2 Skills

- Ability to achieve goals and results, prioritize work, solve problems independently, and work effectively under pressure
- Fluency in English and Afrikaans. isiXhosa will be an advantage
- Ability to write and design learning resource materials related to exhibitions/collections, for a variety of different audiences
- Strong computer skills, including the use of Microsoft Office applications, email services and the internet, as well as a willingness to learn new computer skills as required
- Having worked with learners or adults with Special Educational Needs will be an advantage
- Excellent communication skills, public speaking ability and the ability to impart knowledge in the context of a guided tour to learners, children, adults and teachers at various levels
- Work effectively with other museum staff, volunteers, and community members to create engaging tours and educational material

### 6.3 Experience

- Experience working in a museum or gallery and an interest in the visual arts
  - Experience in museum education
  - Experience working with the National Curriculum Statement of South Africa and the CAPS curriculum in Visual Art and Design at GET and/or FET level or equivalent
  - Experience working independently and being a self-starter
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## **SECTION 7: KEY SUCCESS FACTORS**

Identify those measures that will be used to evaluate the performance of the job.

- Effectively develop and run outreach programmes
- Being a self-starter, working independently and as part of a team
- Fostering genuine relationships with community-based organisations and schools

- Developing effective collaborative partnerships
  - Multitasking and working with various divisions of the museum
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## **SECTION 8: FRAMEWORK AND BOUNDARIES**

This is information about the freedom available to the job and, conversely, the constraints under which it operates.

### **8.1 Systems, policies, procedures and rules**

- Ensuring that schools and organisations are compliant with indemnity documentation and any other responsibilities towards working safely with learners and children
- Ensuring transport of children and other members of the public is done safely

### **8.2 Decision making**

- Prioritizing tasks and delegating effectively
- Able to think and work independently

### **8.3 Other constraints**

- Working hours are Monday to Friday, 09h00 - 17h00, with availability to coordinate and run programs on public holidays, weekends, and during school holidays, as required. Overtime shall not be paid.
  - Agency and capability to manage own transport, as required
  - Working effectively with external parties such as community and school groups, teachers, artists and workshop facilitators to uphold the museum's standards
  - Conflict resolution with staff in junior and senior roles
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## **SECTION 9: JOB CHALLENGES/PROBLEM SOLVING**

Identify the most complex or demanding parts of the job.

- Multitasking and prioritisation of work
  - Working with various departments
  - Conflict resolution
  - Discipline and consistency
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## **SECTION 10: WORKING RELATIONSHIPS**

This is information about who the job holder needs to communicate or interact with and what type of communication is required.

### **10.1 Internal working relationships**

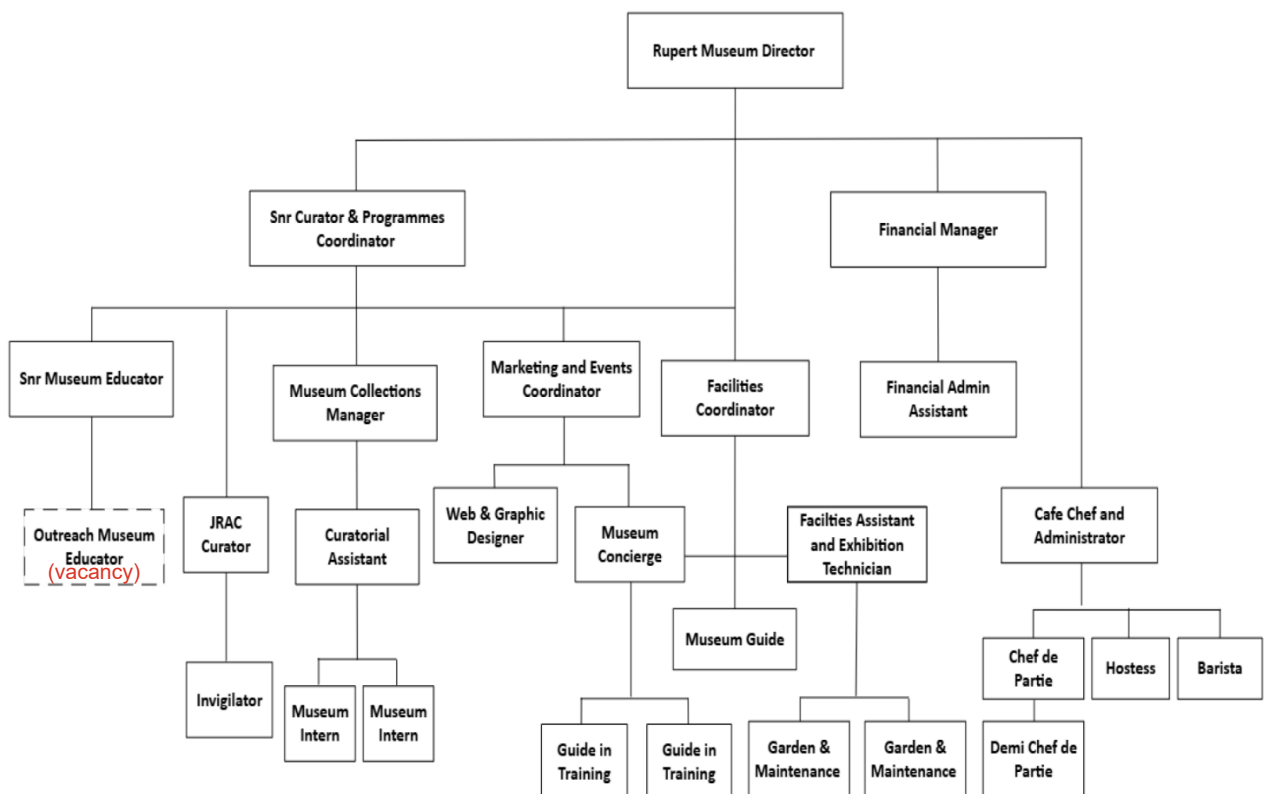
1. **Subordinates**  
Museum intern  
Museum Guides  
Curatorial Assistant

2. **Superiors**  
 Museum Director  
 Senior Museum Educator  
 Events and Marketing Coordinator  
 Senior Curator and Programmes Coordinator
3. **Other**  
 Finance Manager Facilities  
 Coordinator  
 Web and Graphic Designer

## 10.2 External working relationships:

Public, schools, visitors to the museum  
 Facilitators, artists, community groups and centres  
 Couriers, service providers and vendors

## SECTION 11: ORGANISATION CHART



## **SECTION 12: PROTECTION OF PERSONAL INFORMATION**

By providing the Company with your information the Applicant consents and authorises the Company or its duly authorised agents or service providers to use the Applicant's personal information, including special personal information, contained in the Applicant's application in order to process and verify the application. The Applicant further consents and authorises the Company or its duly authorised agents or service providers to share the Applicant's personal information, including special personal information contained in the Applicant's application, with third parties in order to process and verify the application, including but not limited to, other companies within the Company group and recruitment agencies, training facilities, background screening agencies who the Company approaches to confirm the Applicant's employment and/or salary status and/or for reference purposes.

The Applicant must make available to the Company all necessary personal information reasonably required by it for the purpose identified above.

JOB HOLDER:	_____	SIGNATURE:	_____
LINE MANAGER:	_____	SIGNATURE:	_____

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