



## Position Description

### Community Arts Officer - Gungahlin

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#### Position Overview:

This position is part of an exciting new 3-year arts development program for the Gungahlin and Woden regions that will be managed collaboratively by Belconnen Arts Centre and Tuggeranong Arts Centre. The position will be managed by the Belconnen Arts Centre and will collaborate with the Woden based Community Arts Officer, managed by the Tuggeranong Arts Centre.

The Community Arts Officer (CAO) is a part-time (30hrs = 4 x 7.5hr days). This position is founded in and driven through the principles of community arts and cultural development practices. This position will initially be located with the team at Belconnen Arts Centre (BAC) with a focus on the Gungahlin region. This position will work with the CAO who will be engaged by Tuggeranong Arts Centre (TAC) and focus on the Woden region.

The CAO will be supported by an Advisory Group and report to the Artistic Director & Co-CEO at Belconnen Arts Centre.

The CAO will focus on the region of Gungahlin and is responsible for working with artists, community groups and individuals in the conceptualisation, effective management and delivery of a vibrant arts and cultural development program that expresses, celebrates and promotes the value of locally determined creative activity. This will include but not be limited to a range of pop-ups, creative experiences, arts activities and community celebrations.

The CAO will be subject to BAC's policies and procedures and employed under their respective employment policy.

#### Term

The position is delivered on a part-time basis until 31 December 2021, commencing with a probationary period of 6 months. The position will undertake an annual performance review.

#### Hours of work

This position will require flexible delivery with regular weekend and after-hours work. Core work hours will be during Monday to Friday.

#### Salary

The wages are \$35 per hour, total annual wages are \$54,600 plus super (0.8 FTE = 30 hours per week).

#### Key Accountabilities:

##### 1. Human Resources

- 1.1. Ensures that all activities provide a safe workplace and site for all people.
- 1.2. Ensures that all staff and people who engage with the role feel valued and respected.

##### 2. Strategic Planning

- 2.1. Actively develops programs, one off events, creative experiences and opportunities that reflect the community's diversity, needs, aspirations and are engaging and inspire the community to participate.

##### 3. Financial control and reporting

- 3.1. Prepares and delivers relevant grant applications, acquittals and reports to funding bodies, sponsors, donors and to their respective organisation.
- 3.2. Ensures that their respective creative program activity is budgeted and results meet expectations.

#### **4. Program development and management**

- 4.1. Delivers programs in keeping with community aspirations and needs to ensure we are inclusive, progressive and vibrant in the way we deliver and engage in creative practices.
- 4.2. Actively generates opportunities for the development of arts and cultural practices.

#### **5. Stakeholder relationships**

- 5.1. Actively engages in cultivating new relationships and partnerships with a diverse range of stakeholders and strategic alliances in the development of their creative program activities and initiatives.

#### **Selection Criteria:**

1. Demonstrated high level skills in arts and cultural development practices, program planning and delivery.
2. Demonstrated high-level written and communication skills, including interpersonal, liaison, team, negotiation and representation skills with an understanding of the needs of partners, supporters and artists
3. Ability to build and maintain effective relationships with colleagues, service providers and stakeholders.
4. Demonstrated understanding and experience in program and events management and delivery.
5. Demonstrated team leadership skills required to deliver agreed programming and arts activities, including the capacity to work successfully with people from diverse backgrounds, cultures, abilities, socioeconomic circumstances and ages.
6. An ability to prepare reports including funding applications, acquittals and contributions to annual reports; and an understanding of Government funding procedures, financial systems and reporting requirements.
7. Demonstrated understanding of and commitment to the principles of community arts and cultural development, workplace diversity, participative work practices, risk management and workplace health and safety.
8. Demonstrated ability to work to strict deadlines and respond to emergencies.

#### **Additional:**

It is essential to have;

- A current Driver's License and fully insured vehicle
- Working with Vulnerable People registration

Relevant qualifications and First Aid certificate are desirable.

#### **How to Apply:**

Please email your application to the Artist Director & Co-CEO Monika McInerney ([monika.mcinerney@belconnenartscentre.com.au](mailto:monika.mcinerney@belconnenartscentre.com.au)) by **4pm Monday 4 February 2019**. Your application should include:

- A brief cover letter
- No more than two pages addressing the Key Accountabilities/Selection Criteria
- A concise CV that covers your relevant experience and includes two referees

*Successful shortlisted applicants will be notified by Friday 8 February for interviews taking place in the week of the 11 February 2019. It is hoped that the position will be able to commence in March 2019.*