

**Arts Mid North Coast Regional Arts Board.
Regional Arts Development Officer/EO**

Full time position

Location: Coffs Harbour, NSW

Salary: \$55,000 - \$61,000pa plus super and vehicle

Summary of position:

Arts Mid North Coast (AMNC), a not-for-profit regional arts organisation, is seeking an experienced arts and cultural development or community development officer to work across the Mid North Coast region. This area encompasses the following seven Local Government Areas (LGAs): Great Lakes, Greater Taree, Port Macquarie-Hastings, Kempsey, Nambucca, Bellingen and Coffs Harbour.

Reporting to the board of management, the RADO will work with a small team to implement a comprehensive three year business plan. Main duties will include:

- Developing and maintaining effective communication and working relationships with AMNC's primary stakeholders; Arts NSW, the contributing councils, Regional Arts NSW, community arts organisations, creative industries and arts workers
- Providing support, advice and professional development opportunities for AMNC's primary stakeholders.
- Developing and implementing regional arts and cultural projects that service the primary stakeholders through the delivery of the AMNC Business Plan.
- Seeking funding for the implementation of regional arts projects.
- Managing all day to day administrative and operational functions of the organisation including finance, personnel and governance.

The position offers a salary package of between \$55,000 - \$61,000 (commensurate with qualifications and experience) per annum plus 9% superannuation and use of a fully maintained vehicle.

Applications:

Applications must be received by **5.00pm Friday 15 July, 2011**. Interviews for shortlisted applicants will take place in **Taree on Thursday 11 August, 2011**. Applications are welcome from suitably qualified people living outside the region, but they must be prepared to relocate to the Mid North Coast region of NSW.

Applicants are invited to submit applications that address the **Essential Criteria** and provide details of relevant experience and training with reference **Desirable Criteria**. Application must include a current CV and contacts for two referees.

Send applications to:

admin@regionalartsnsw.com.au

Subject: RADO Application.

For further information please contact:

Mave Richardson, President Arts Mid North Coast Inc,

Phone (02) 6553-5412 or email mave.eric@bigpond.com

Or Vice President, Leigh Vaughan, phone 0417289077, email leighv@tpg.com.au.

Selection Criteria

Essential

1. Demonstrated experience in managing a small team in a not-for-profit arts, cultural or community environment.
2. Demonstrated project and event management skills.
3. Excellent oral and written communication skills, including competence in the Microsoft Office Suite of products.
4. Demonstrated experience in the preparation and management of budgets and financial statements.
5. Demonstrated experience in sourcing funding and sponsorship for arts, cultural and/or community activities.
6. Demonstrated experience in cultural and/or strategic and/or business planning.
7. Proven ability to develop and maintain strategic partnerships with a diverse range of stakeholders including local government and community organizations.
8. Proven ability to form and maintain networks.
9. Experience working with volunteers, volunteer-based or community organizations.
10. A current driver's licence and the capacity to travel extensively.
11. The ability and willingness to work outside normal office hours.

Desirable

1. Understanding of issues affecting arts and cultural development in a rural and regional context.
2. Relevant tertiary qualifications and /or commensurate experience in the field.
3. Marketing and media relations skills.
4. Experience working with artists and creative industry.
5. Experience working in a regional context.

Terms of Contract

The successful applicant will be required to sign an executive contract specifying terms and conditions of the employment. This position has a probationary period of six months.

Organisational Information

Arts Mid North Coast Inc (AMNC) is a non-profit incorporated association. It was first incorporated in September 1996 and became a Regional Arts Board in November 1999. It covers a regional area from Karuah River in the South to the northern boundary of the Coffs Harbour LGA. It is part of a state-wide network of 14 regional arts boards.

AMNC receives triennial core funding from the State Government through Arts NSW plus a financial contribution from each of the seven participating Councils; Great Lakes, Greater Taree, Port Macquarie-Hastings, Kempsey, Nambucca, Bellingen and Coffs Harbour

Arts Mid North Coast has a fourteen member stakeholder Board consisting of representatives from the seven Local Governments plus representatives from the Creative Industries, Education and Training, Tourism, Media, the Aboriginal community and the local arts community. The Board is a board of governance and meets a minimum of four times a year.

Vision statement

A region with a vibrant, innovative and skilled arts community that reflects the regional culture and natural heritage in the various art forms, community arts and creative industries on the Mid North Coast.

Mission statement

Arts Mid North Coast aims to engage with all relevant sectors of the regional community to promote, facilitate and advocate for excellence in arts and cultural development across the Mid North Coast region.

Strategic plan

Under the current Strategic Plan AMNC has the following Key Objectives.

1: Access

To facilitate access to arts and cultural development opportunities for all local communities across the AMNC region with a particular emphasis on disadvantaged/marginalised groups including Aboriginal, geographically isolated communities; young people; disabilities; and culturally and linguistically diverse communities.

2: Advocacy

To advocate for the arts throughout the AMNC region and enhance access to funding and resources for arts and cultural development through local, regional state and federal government and non-government sources.

3: Infrastructure and Networks

To assist the development of appropriate facilities, infrastructure and professional networks for arts and cultural activity across the MNC region.

4: Communications, Marketing and Promotion

To maximise the AMNC region's access to relevant information that can assist in the planning, development, implementation and resourcing, of arts and culturally related projects and activities and to promote the region's festivals, events projects and other arts and culturally related initiatives locally, regionally, and at the state, national and international levels where appropriate

5: Development

To support and facilitate skills development and project development in the arts across the MNC region; and to establish links between arts development, economic development, community development and other MNC regional development agendas.

6: Planning

To develop planning processes at the local and regional levels that assist local government and other relevant groups undertake a more strategic approach to community cultural development and the development of Creative Industries across the MNC region.

Arts Mid North Coast Inc.
Regional Arts Development Officer (RADO)

POSITION DESCRIPTION

Organisational Relationships:

The RADO operates in both an internal and external environment.

Internal:

- Responsible to and reports to the AMNC Regional Arts Board through the President.
- Supervises and directs the Communications Officer, Finance Officer, project staff and volunteers.

External:Liaison/networking

Externally the position liaises with:

- Arts NSW
- Regional Arts NSW
- Contributing councils
- Saltwater Freshwater Arts Alliance
- State and Federal Arts and non-arts funding bodies (eg Australia Council for the Arts, Office for the Arts, DEEWR, Trade and Investment NSW etc..)
- Local Arts organisations and artists
- Relevant regional sectors (eg tourism, education, regional development)

Freedom to Act:

The position holder works closely with the Board on strategic and policy matters and works autonomously on a day to day operational basis. The RADO is expected to operate within an agreed program budget to implement the business plan and must seek approval for variations from the Board.

Key Responsibilities:

The RADO is responsible to board to implement, but not limited to, the following:

1. Provide sound administration and financial management of AMNC including the management of all administrative and operational functions of the Association including governance, finance, personnel and communications.
2. Develop, manage and deliver services for the development of arts and cultural activities across the region in accordance with the business plan.
3. Develop and maintain effective communication and working relationships with local, state and federal government authorities contributing to the program and related peak bodies including Regional Arts NSW.
4. Broker and facilitate partnerships that support and enhance arts and cultural outcomes for the region
5. Provide support and advice to artists and arts organisations.
6. Prepare, develop and funding submissions and acquittals in order to sustain and develop funding for AMNC programs.
7. Report quarterly or as required to the board in accordance with the business plan.

Detailed Responsibilities

1. Governance

- Provide advice to the board on matters relating to the strategic management of AMNC including planning, policy development, implementation of approved programs, financial and human resource management practices and organisational performance
- Organise Board meetings and prepare agendas and papers in consultation with the President.
- Provide appropriate, timely, relevant and accurate reporting to the Board on all matters pertaining to the management of AMNC.
- Present to the Board, an Annual Report with respect to the activities, achievements, finances and liabilities of the Association in the previous financial year and forward this report to the Association's members, local arts groups and local government bodies in the Region and to such other organisations as the Board may from time to time determine.

2. Operational Management

- Within the Board's direction and approved policies and plans, manage the operations of AMNC in order to facilitate arts and cultural development in the area of NSW covered by the participating local government authorities.
- Undertake and ensure sound and secure management of the Association on behalf of the Board in the areas of financial management, procurement, appointment/management of staff, promotion and representation of the organisation in all matters specified by the Board.
- Prepare and revise publications issued by the Association.

3. Policy and Planning

- Develop, document and review policies relating to the management and operations of AMNC in consultation with the Board and submit for the Board's approval.
- Prepare and implement an annual program and action plans in accordance with the AMNC strategic plan and relevant funding agreements.
- Ensure that the AMNC strategic and business plans are implemented in a timely manner and that it is regularly reviewed and updated.

4. Personnel Management

- Within the structure approved by the Board, ensure effective management of staff resources, including recruitment and selection, training and development and performance management.
- Oversee and direct staff and volunteers of AMNC and its contractors to ensure that AMNC is achieving its objectives.
- Deal with industrial disputes within AMNC within the terms of existing awards and conditions of employment relating to employees of AMNC.

5. Financial Management

- Manage, in consultation with the Board, the Association's finances to ensure adequate means of recording and monitoring all income and expenditure that satisfies the Association's legal obligations in respect of annual reporting requirements.
- Develop, in consultation with the President and the Treasurer, for the Board's adoption, a budget for the year's operational activities and projects and report against the budget at Board Meetings.
- Present to the Board as and when required, and at all Board Meetings, written progress reports with respect to the activities, finances and liabilities of the Association.
- Operate within the annual budget and pledge the credit of the Association only to the extent of the relevant item within the annual budget.
- Requisition plant, stores and equipment and make payments in respect of the Association's liabilities as and when they fall due; prepare and issue invoices and make due provision for the receipt of all monies paid to the Association.
- Prepare and submit funding submissions in order to meet the requirements of funding bodies for core operational funding and, additionally for project funding, to maximise opportunities arts and cultural development in the AMNC region.
- Prepare and submit acquittals for funding received and utilised by AMNC
- Submit, within the prescribed timeframe, all appropriate financial records for audit to the Board's appointed auditor and ensure that audit is completed in time for the Association's Annual General Meeting.

6. Professional Development

- Keep up to date with trends and developments generally, with the view to assisting in the implementation of new and innovative projects and, in particular, to be aware of financial and other support available from various organisations and government programs and convey this information to the Board members, subscribers, arts organisations, artists, community groups and local government bodies in the region.

7. Risk Management

- Implement AMNC's OHS policy and procedures.

8. Programs

- Develop programs/projects that are consistent with the business plan.

9. Advice and Assistance

- Support, encourage and promote activities, facilities and resources in the region relative to arts and cultural development, and advise and assist the community in initiating and/or developing activities and projects.
- Assist with the formation and development of new arts groups/organisations in the region where appropriate.
- Advise and assist arts organisations and groups with the preparation of funding submissions where required.

10. Skills Development

- Implement skills development programs consistent with the business plan.

11. Networks

- Create and support networks that support delivery of the business plan.

12. Cultural diversity

- Acknowledge, support and promote cultural diversity including Aboriginal arts and culture.

13. Communication/ Access to information

- Communicate relevant information relating to arts and cultural activities within the region in a timely manner, generally through AMNCs e-bulletin and website.
- Develop and maintain networks of interested arts and cultural practitioners and audiences to maximise the opportunities for arts development that become available through AMNC.

14. Marketing

- In consultation with the Board, develop and implement marketing strategies that enhance the arts and cultural life of the region, consistent with the business plan.
- Publicise the activities of AMNC to relevant stakeholders in a timely and appropriate manner to ensure maximum participation in arts related activities.

15. Advocacy for arts and cultural development

- Recognise the importance of volunteers to regional arts development and assist those volunteers, and in particular the members of the organisation to achieve their goals.
- In association with the Board, advocate for community cultural development in the AMNC region in all relevant forums
- Represent AMNC on relevant boards and committees as approved by the President and/or the Board.
- Monitor all current marketing activities to ensure maximum value is obtained from the marketing strategies that are currently being implemented and make recommendations to the Board for improvements to the marketing strategies

16. General

- Carry out such additional tasks as may reasonably be required by the Board.