



REGIONAL ARTS SUPPORT OFFICER POSITION DESCRIPTION

POSITION: FULL TIME

Regional Arts Support Officer
Eastern Riverina Arts Program

SALARY: Range (\$30,000 > \$35,000.00) + the legislative rate of Superannuation and Workers Compensation and 17.5 % leave loading.

SUMMARY OF POSITION:

The Regional Arts Support Officer is responsible for promoting arts and community cultural development in the Eastern Riverina region and supporting the development of small projects. At present the region comprises the local government areas of Bland, Coolamon, Cootamundra, Harden, Junee, Lockhart, Temora, Tumbarumba, Tumut, Urana, Wagga Wagga and Young.

ORGANISATIONAL RELATIONSHIPS:

a. Responsible to:

Regional Arts Development Officer

b. Reports to:

Through the Regional Arts Development Officer to the Eastern Riverina Arts Program
Regional Arts & Cultural Board.

c. Liaison/networking:

The Regional Arts Support Officer assists the Regional Arts Development Officer as an advocate for community cultural development. The Regional Arts Support Officer may liaise with Regional Arts NSW, Local Government bodies, local arts councils and funding bodies.

Under the direction of the Regional Arts Development Officer, the Regional Arts Support Officer may liaise with representatives of the media, in order to promote and enhance the lifestyle and culture of the region.

FREEDOM TO ACT:

The position holder works on strategic and policy matters under the direction of the Regional Arts Development Officer. The Regional Arts Support Officer is expected to operate within an agreed program budget and must seek approval for variations from the Regional Arts Development Officer.

KEY RESPONSIBILITIES:

The Regional Arts Support Officer for the Eastern Riverina Region is a position that requires an innovative and flexible approach towards the continued development of the regions rich and vibrant cultural life.

Challenges facing the Regional Arts Support Officer will include:

- To assist with development of communications mechanisms to ERAP membership
- To assist with development and implementation of an appropriate ERAP marketing strategy.
- To maximise support and develop partnerships with our regional media
- To assist with development of a regional workshop program in preparing press releases, promotional materials and working with the media.
- To provide project support to ERAP projects and community arts projects as directed.
- To work with and support communities who have not previously generated any small projects.

ESSENTIAL CRITERIA:

- Excellent oral and written communication skills
- Some experience in arts or cultural planning that includes consultative processes
- Some experience in community cultural development practice
- Experience with the development and marketing of arts and/or community initiatives
- Knowledge of the Arts/ Cultural Industry
- Broad knowledge of arts funding sources and experience in applying for funding
- Tertiary qualifications relevant to the position or appropriate experience
- An understanding of Local Government
- Experience working with volunteers, volunteer-based or community organisations
- Familiarity with MS Office, e-mail and the Internet
- Ability to prioritise and work flexible hours
- An unencumbered driver's license and the capacity to travel extensively.
- Demonstrated understanding of relevant employment legislation including Occupational Health and Safety, Anti-discrimination and Equal Employment Opportunity policies.

DESIRABLE CRITERIA:

- Experience in arts administration or a related field
- Experience working with artists and/or cultural production
- Willingness to gain knowledge of the Eastern Riverina region
- Experience with merging Word documents and/or working with databases
- Knowledge of desktop publishing software
- Knowledge of website design software.

DUTIES:

Working in accordance with the aims and objectives of the Eastern Riverina Arts Program – Regional Arts & Cultural Board and within the network of Regional Arts NSW, the Regional Arts Support Officer will:

- Recognise the importance of volunteers to regional arts and cultural development and assist those volunteers, and in particular the members of the organisation to achieve their goals;
- Become familiar with arts activities throughout the Region, particularly those originating from within the membership of the organisation;
- 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 and its membership, local Arts Councils, artists, community groups and local government bodies in the Region;

- Assist the Regional Arts Development Officer with preparing funding applications and associated acquittals of approved grants in pursuance of the objectives of the Organisation
- Prepare and revise publications issued by the Organisation;
- Generally promote the Organisation and cultural activities and opportunities that relate to the Region;
- Provide input into budget development.
- Work within the adopted budget for the Program.
- In consultation with the Regional Arts Development Officer prepare and issue invoices and make due provision for the receipt of all monies paid to the Organisation. Develop and maintain up-to-date mailing lists.
- Report activities to the Regional Arts Development Officer to report to the Board at all Board meetings.
- Assist the Regional Arts Development Officer to prepare an Annual Report.
- Liaise with print and broadcasting media on a regular basis, including drafting media releases in relation to projects supported by ERAP and placing notices in community pages.
- Optimise professional development opportunities.
- Carry out such additional tasks as may reasonably be required by the Regional Arts Development Officer and the Board.

APPLICATIONS:

DEADLINE FOR APPLICATIONS: Monday 17th May 2004

Applications should be addressed to:

The Chairperson

Eastern Riverina Arts Program - Regional Arts & Cultural Board

120 Fitzmaurice St,

WAGGA WAGGA 2650

- Applicants are invited to submit applications that address the **Essential Criteria** and provide details of relevant experience and training with reference to **Desirable Criteria**.
- Please provide a copy of your **Curriculum Vitae**.
- Please nominate **3 referees**.

ERAP is also supported by the Local Government areas of; Bland, Coolamon, Cootamundra, Harden, Junee, Lockhart, , Temora, Tumbarumba, Tumut, Urana, Wagga Wagga and Young.

