

EXECUTIVE OFFICER – REGIONAL ARTS DEVELOPMENT POSITION DESCRIPTION

POSITION:

Executive Officer – Regional Arts Development
Eastern Riverina Arts Program

SALARY:

Starting salary \$45,000.00 + the legislative rate of Superannuation and Workers Compensation, 17.5 % leave loading, provision of motor vehicle and costs of maintenance, petrol etc. and travel allowance.

SUMMARY OF POSITION:

The Executive Officer - Regional Arts Development will be responsible for facilitating and promoting arts and community cultural development in the Eastern Riverina region of New South Wales. At present the region comprises the local government areas of Bland, Coolamon, Cootamundra, Harden, Junee, Lockhart, Temora, Tumut, Tumbarumba, Urana, Wagga Wagga and Young.

ORGANISATIONAL RELATIONSHIPS:

a. Responsible to:

Eastern Riverina Arts Program - Regional Arts & Cultural Board.

b. Reports to:

Eastern Riverina Arts Program - Regional Arts & Cultural Board.

c. Liaison/networking

The Executive Officer - Regional Arts Development works closely with the Eastern Riverina Arts Program – Regional Arts & Cultural Board, as an advocate for community cultural development and provides advice and assistance to community, arts and cultural groups and artists in the region. The Executive Officer - Regional Arts Development supervises the Promotions/ Small Projects Officer and will liaise regularly with Regional Arts NSW, Local Government bodies, local arts councils, funding bodies, and Executive Officers - Regional Arts Development in other regions. The Executive Officer - Regional Arts Development will be an active participant in the statewide network of Officers.

The Executive Officer - Regional Arts Development will liaise with representatives of other organisations such as tourism and regional development bodies, that promote and enhance the lifestyle and culture of the region.

FREEDOM TO ACT:

The position holder works closely with the Eastern Riverina Arts Program – Regional Arts & Cultural Board and Regional Arts NSW on strategic and policy matters and works autonomously on a day to day operational basis. The Executive Officer - Regional Arts Development is expected to operate within an agreed program budget and must seek approval for variations from the Eastern Riverina Arts Program – Regional Arts & Cultural Board.

KEY RESPONSIBILITIES:

The Executive Officer - Regional Arts Development 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 Executive Officer - Regional Arts Development will include:

- Maintaining and establishing frameworks for consultative work practices that lead to sustainable community cultural development in the region.
- Ensuring that Local Government bodies, Arts Councils and other community and arts groups in the region are adequately represented on the Eastern Riverina Arts Program – Regional Arts & Cultural Board.
- Working with a large network of volunteers and organisations in 12 shires.
- Assisting the development of projects that provide training, employment and marketing opportunities for artists and communities from culturally diverse backgrounds
- Working within limited resources and maintaining a sustainable base of financial support.

ESSENTIAL CRITERIA:

- excellent oral and written communication skills
- experience in arts or cultural planning that includes consultative processes
- experience in community cultural development practice
- a background in the arts and comprehensive knowledge of the Arts Industry
- broad knowledge of arts funding sources and experience in applying for funding
- tertiary qualifications relevant to the position
- 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.

DESIRABLE CRITERIA:

- Experience in arts administration or a related field
- Experience with the development and marketing of arts and/or community initiatives
- Experience working with artists and/or cultural production
- Willingness to gain knowledge of the Eastern Riverina region

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 Executive Officer - Regional Arts Development 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;
- give priority to the development of projects which encourage, where relevant, arts professionals working with members of communities to integrate the arts into their lives and to build on mutual skills, appreciation and respect;
- assist in the development of organisational structures which will create networks for the exchange of information and skills between individuals and community organisations;
- 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 with the formation and development of new arts groups/organisations in the Region where appropriate;
- foster co-operation between local community arts groups in the Region involved in cultural development;
- encourage consultation and collaboration between the Board and the Organisation's membership, local government bodies and other groups as appropriate in the cultural, social and physical planning processes of local government in the Region;
- undertake an annual review of the Organisation with members of the Board as directed;
- make funding applications and properly acquit all 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;
- Manage, in consultation with the Board, the Organisation's finances to ensure adequate means of recording and monitoring all income and expenditure that satisfies the Organisation's legal obligations in respect of annual reporting requirements;
- provide all support and information, as directed, to the Organisation's Auditor to enable a full audit to be undertaken of the Organisation's financial records in the previous calendar year;

- consult with the Board and such staff as directed each year to prepare a draft budget of income and expenditure for the activities of the organisation in the next financial year (“the Annual Budget”);
- consult with the Board and such staff as directed each year to prepare an actual budget of income and expenditure for the activities of the organisation in the next financial year;
- operate within the Annual Budget and pledge the credit of the Organisation only to the extent of the relevant item within the Annual Budget;
- requisition plant, stores and equipment and make payments in respect of the Organisation’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 Organisation
- operate your Imprest Account in accordance with the agreed budget for provision of services
- present to the Board as and when required, and at all Board meetings, written reports with respect to the activities, finances and liabilities of the Organisation;
- present to the Board, as and when required, an Annual Report with respect to the activities, achievements, finances and liabilities of the Organisation in the previous financial year and forward this report to the Organisation’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;
- appoint casual staff and assist the Board in the process of appointing permanent staff as directed;
- carry out such additional tasks as may reasonably be required by the Board.

APPLICATIONS:

Deadline for applications: Friday 15th August 2003

Applications should be addressed to:

Chairperson

Eastern Riverina Arts Program

80 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.