



## **EXECUTIVE OFFICER POSITION DESCRIPTION**

### **BACKGROUND**

Outback Arts is a regional arts and cultural development program which operates in the Shires of Bogan, Bourke, Brewarrina, Cobar, Coonamble, Walgett and Warren in western New South Wales. Outback Arts derives its core funding from these seven Shires and the NSW Ministry for the Arts.

Outback Arts is one of 13 regional arts programs across the state.

In December 1999 the Outback Arts Regional Board was established to manage and direct the program and become the employer for the Regional Arts Development Officer. Outback Arts has grown and expanded greatly and now has the Executive Officer, Regional Arts Development Officer, a Regional Indigenous Cultural Officer, a part time Administration and Communications Officer and a variety of casual Project Officers.

Outback Arts aims to be accessed as a key resource in assisting to build creative communities and has, as its purpose, to build arts and cultural capacity in the region through social and economic development strategies.

Outback Arts is affiliated with Regional Arts NSW.

### **POSITION:**

Executive Officer

**SALARY RANGE:** (10 hours per week) \$16,000 - \$18,500

### **SUMMARY OF POSITION:**

As Executive Officer, the incumbent will undertake and ensure sound and secure management of Outback Arts on behalf of the Executive in the areas of financial management, procurement, appointment/management of staff, promotion and representation of the organisation in all matters specified by the Executive, remaining at all times within the limits of authority as described within the Officer's Contract.

### **ORGANISATIONAL RELATIONSHIPS:**

#### **a. Responsible to:**

Outback Arts Executive through the Chair

#### **b. Reports to:**

The Outback Arts Executive, funding bodies and Regional Arts NSW

## **FREEDOM TO ACT:**

The Officer works closely with the Outback Arts Executive and Regional Arts NSW on strategic and policy matters and works autonomously on a day to day operational basis. The officer is expected to operate within an agreed program budget and must seek approval for variations from the Outback Arts Executive.

## **ESSENTIAL CRITERIA**

- Excellent oral and written communication skills
- Experience in business administration
- Inter-personal skills which clearly demonstrate ability to manage staff and a volunteer Board
- Understanding of Human Resource Management
- Demonstrated ability in financial management including budget development and management
- Demonstrated experience in strategic planning and policy development
- Ability to prioritise workloads and work flexible hours
- Demonstrated knowledge of Associations Incorporation Act
- Familiarity with MS Office, MYOB, e-mail and the Internet

## **DESIRABLE CRITERIA.**

- Tertiary qualifications relevant to the position
- Understanding of Local Government
- Knowledge of the Far West region
- Leadership ability

## **DUTIES:**

Working in accordance with the aims and objectives of the Outback Arts and Regional Arts NSW, the Regional Arts Development officer will work:

- In the capacity of Executive Officer to the Outback Arts Executive
- To keep abreast of social, cultural, economic and political trends that may influence arts and cultural development and that will inform the Outback Arts strategic plan, policy and constitution
- To encourage consultation and collaboration between the Executive, local arts councils, local government bodies and other community groups.
- To assist the Executive to revise and update their Strategic Plan or Cultural Strategy and continue to foster an innovative regional arts and cultural program for the region in keeping with the plan.
- To prepare operating budgets, work plans and reports in relation to the strategic plan or cultural strategy.
- To manage staff including Regional Arts Development Officer, Administration and Communications Officer and Book Keeper.
- Human Resource Management including recruitment and training of new staff.
- To develop agendas and discussion papers for quarterly board meetings.
- Manage mechanics of organisation including vehicles, insurance, accounts
- Oversee Outback Arts projects including budget and planning
- To send quarterly reports to the contributing councils
- Develop an Annual Report that documents the services delivered to each local government area against the established service agreements.
- To provide a quarterly report as well as copies of all other reports, newsletters, publicity and documentation to the CEO of Regional Arts NSW.
- To carry out such additional tasks as may reasonably be required by the Outback Arts Executive or Regional Arts NSW.

Outback Arts maintains an Equal Employment Opportunity policy.

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**APPLICATIONS:**

**DEADLINE FOR APPLICATIONS: Friday, 8 July 2005**

Applications should be addressed as 'Confidential' to:

**Joan Treweeke  
Chairperson  
Outback Arts Incorporated  
PO Box 28  
COONAMBLE NSW 2829**

- Applicants are requested 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 professional referees**.
- Please provide an original **plus TWO copies** of the application.
- Information about the Regional Arts Network, the position description and Outback Arts' 2004-2006 Strategic Plan are available at [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au).
- For more information about the position please contact Outback Arts on 02 6822 2484 or 0419 629 818