



EXECUTIVE OFFICER / REGIONAL ARTS DEVELOPMENT 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 Regional Arts Development Officer, a Regional Indigenous Cultural Officer, a part time Administration and Communications Officer and a Big hART Regional Coordinator who works with this arts intervention strategy targeted at marginalised young people.

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 / Regional Arts Development Officer.

SALARY RANGE: \$50,000 + superannuation, leave loading, provision of motor vehicle and costs of maintenance, petrol etc. and travel allowance.

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.

As Regional Arts Development Officer, the incumbent will work with member organisations, community, government and non-government organisations in the development, funding, implementation, promotion and management of a range of small, medium and large arts and cultural projects in the region.

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.

CHALLENGES:

- The RADO for the Far West Region is a position that requires an innovative and flexible approach to arts and community cultural development.
- Challenges facing the Regional Arts Development Officer will include:
- continuing to develop a framework for consultative work practices that lead to sustainable arts development in the region
- promoting arts and cultural activities and initiatives in the region via the media
- ensuring that local government bodies, arts councils and other community and arts groups in the region are adequately represented on the Outback Arts Regional Board
- working with a large network of volunteers and organisations across seven shires and a diverse range of people
- assisting the development of projects that provide training, employment and marketing opportunities for artists and communities from Aboriginal communities
- assisting the development of projects that provide training, employment and marketing opportunities for artists and communities from culturally and linguistically diverse (CALD) backgrounds
- working within a region that has limited cultural infrastructure and arts professionals.
- maintaining a sustainable base of financial support.
- Managing the transition to financial independence from Regional Arts NSW.

ESSENTIAL CRITERIA

- Excellent oral and written communication skills
- Inter-personal skills which clearly demonstrate the ability to manage staff and work with volunteer-based or community organisations
- Demonstrated experience in planning and community consultation processes
- Understanding of community cultural development theory and/or practice
- Demonstrated ability to develop and manage arts and cultural programs/projects
- Broad knowledge of arts funding sources and experience in applying for funding
- An understanding of local government
- An ability to work with Aboriginal and Culturally and Linguistically Diverse (CALD) communities
- Ability to prioritise workloads and work flexible hours
- An unencumbered driver's licence and the capacity to travel extensively.

DESIRABLE CRITERIA.

- Tertiary qualifications relevant to the position
- Experience in arts administration, project management, marketing and/or a related field
- Experience working with artists and/or cultural production
- Knowledge of the Far West region
- Familiarity with MS Office, Adobe Pagemaker, e-mail and the Internet

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
- 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. The 2004-2006 Strategic Plan has recently been launched.
- To assist contributing councils, when required, in developing frameworks and policies that assist communities in the expression and development of local and regional cultural identities.
- To generate funding for regional projects and programs determined by the Outback Arts Regional Board in relation to the strategic plan or cultural strategy.
- To prepare operating budgets, work plans and reports in relation to the strategic plan or cultural strategy.
- To advise and assist arts and community groups in initiating and/or developing activities or projects which:
 - To encourage active participation
 - To promote education and employment opportunities
 - To advocate for the region's diverse identity
 - To deal with themes and issues relevant to the Aboriginal communities within the region.
 - To deal with themes and issues relevant to the Culturally and Linguistically Diverse (CALD) communities within the region.
 - To advocate regional issues to key stakeholders in the Far West Region.
 - To facilitate opportunities for greater regional management of projects and regional determination of arts and cultural programs and services.
 - To undertake and facilitate marketing planning for the Regional Arts Board that includes the activities and events of arts and cultural groups in the regions and promotes the programs and projects of the region.
 - To continue to foster and develop an effective communications network to ensure that information is disseminated to artists, arts councils, other arts, cultural and community groups and local government authorities in the region.
 - To attend quarterly meetings of the Outback Arts Executive (and other sub committees of the board when required) to prepare business papers, minutes and resulting correspondence.
 - Through each local Council, to facilitate and attend meetings with local community representatives regularly, approximately 4 times per year. These meetings may include arts councils and other arts and cultural groups and arts practitioners in each local government area.
 - To send quarterly reports to the contributing councils, attend meetings annually and to provide an Annual Report to each council 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 attend RANSW Regional Arts Development Officer face-to-face meetings (approx 4 per year) and other meetings as required.
 - 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, 7 May 2004

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 on www.regionalartsnsw.com.au
- For more information about the position please contact Outback Arts on 02 6822 2484 or 0419 629 818