



REGIONAL ARTS DEVELOPMENT OFFICER (RADO) ORANA ARTS REGIONAL ARTS BOARD (RAB) REGION

BACKGROUND

☉ *Who is Orana Arts?*

Orana Arts is a non-profit regional arts development organisation funded by contributing Local Governments and the NSW Ministry for the Arts. The board and staff work with the local stakeholders to develop sustainable and vibrant communities through the arts in Dubbo, Gilgandra, Narromine and Warrumbungle Council areas.

☉ *About Orana Arts Inc*

Orana Arts Inc was established in July 2003 as a steering committee and later an incorporated Regional Arts Board for the 4 Councils of Warrumbungle, Gilgandra, Narromine and Dubbo. Orana Arts Inc has 9 Board members representing the 4 Council areas. There are 2 employees of the Board: a Regional Arts Development Officer (RADO) and a Regional Arts Project and Publicity Officer (RAPPO). The office of Orana Arts is situated within the Co-ee Heritage Centre at Gilgandra, and is kindly donated by the Gilgandra Shire Council.

Over the last 18 months Orana Arts has been actively establishing a presence in the region, promoting its services to communities and individuals, developing and delivering training in media skills and festival planning, and assisting with the allocation of state and federal funding. During this time Orana Arts has also developed the infrastructure and systems necessary to attain financial and operational independence; taking place from January 1st 2005. The organisation is on the cusp of very exciting region wide initiatives that will address the cultural needs of the region as identified during 2004.

☉ *What does Orana Arts do?*

Orana Arts Inc has a wide-ranging brief for development of arts and culture within the region. Examples of arts development include:

- Allocation of funding assistance from state and federal governments to community groups and individual
- Community cultural development projects
- Community performing arts programs and tours
- Visual arts programs and display spaces
- Cultural Policy and planning advice to councils
- Policy advice to the Minister of Arts
- Advocacy for the continuing development of the arts in country NSW

☉ *What have Orana Arts been doing lately?*

Throughout 2004, Orana Arts Staff have undertaken community cultural planning workshops throughout the Orana Region. Through this planning/visioning exercise, the priorities for the recently formed region were clarified. This developmental process has driven the consequent formation of the Strategic Plan during the second half of 2004 with the newly appointed Orana Arts Board. 12 region wide project overviews were proposed to the board in late 2004, of which 3 areas were identified as a priority; resulting in 7 projects for 2005/6.

These projects align with the high need areas of development including visual and performing arts opportunities, volunteer support/development and youth arts development. All content of the Strategic plan integrates the outcomes of the community planning workshops as well as the overarching vision developed and refined by the Orana Arts Board and staff.

🌀 **Strategic, region wide projects in 2005 and 2006 include:**

1. Developing visual arts Infrastructure and exposure throughout the region
 2. 'The Prospectors' Theatre Tour and Presenter Group Training
 3. Artist in Residence-Warrumbungle National Park
 4. Arts in Schools/Youth Arts
 5. Orana Arts Website Development / Community Group Resource Packs
-

Background to Cultural Development in Regional NSW

Regional Arts NSW (formerly The Arts Council of NSW) was formed over 50 years ago and restructured in the late nineties to reflect a new role of advocating, promoting and supporting *regionally determined* arts and cultural development. The restructure established a city-based Secretariat with a Board comprising Directors from each of the affiliated regions.

The RABs are responsible for the establishment and management of Regional Arts Programs and for determining and responding to regional priorities. Through its regional representatives, the Board of Directors of Regional Arts NSW is able to develop and sustain up-to-date regional perspectives and to develop state policy that reflects regional issues and priorities. RANSW has developed a state-wide and, through its membership of Regional Arts Australia, a national perspective on community cultural development in regional NSW.

Pivotal to the success of the Regional Arts Boards has been the recruitment, maintenance and expansion of a network of Regional Arts Development Officer positions; professional cultural workers that guide and implement the Regional Arts Programs. The city-based secretariat works closely with the RADOs functioning as a service organisation to Regional Arts Boards through its policy, advocacy, training, state and national project development and management services.

For more details of RANSW's programs and details of Regional Arts Boards and RADOs in the network, go to www.regionalartsnsw.com.au

POSITION DESCRIPTION

POSITION:

Regional Arts Development Officer, Orana Region.

LOCATION:

The location of the position and the central office will be determined after discussion with the successful applicant and after consideration of available facilities, implications for traveling time and budget allocations.

SALARY: \$45,000 (1st year of service) + 9% superannuation, leave loading, provision of motor vehicle and costs of maintenance, petrol etc. including private use.

SUMMARY OF POSITION:

The Regional Arts Development Officer ; in partnership with the Orana Arts board will be responsible for facilitating and promoting arts and community cultural development in the Orana region of New South Wales, as defined in the recently developed Strategic Plan for 2005/2006. At present, the region has been defined as comprising the local government areas of Warrumbungle, Dubbo, Gilgandra and Narromine.

ORGANISATIONAL RELATIONSHIPS:

a. Responsible to:

Primarily to the Chairperson, and more broadly the board of Orana Arts Inc.

b. Reports to:

- Board of Orana Arts Inc.
- Regional Arts NSW.

c. Liaison/networking

The Regional Arts Development Officer works closely with the Orana Arts 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 officer will liaise regularly with Regional Arts NSW, local government bodies, local arts councils and arts and cultural groups, funding bodies, and other Regional Arts Boards and Regional Arts Development Officers in the RANSW network.

The officer 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 Orana Arts Board 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 Chairperson and Treasurer of Orana Arts Inc.

OBJECTIVES:

The RADO for the Orana Region is a relatively new position and an innovative and flexible approach is required to further develop a foundation for regional arts development in the region. Initial challenges for the Regional Arts Development Officer include:

- Delivery of the recently developed Strategic Plan and associated region wide projects for the region, in partnership with the board and other staff.

- Further development of a framework for consultative work practices that lead to sustainable arts 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 Orana Arts Board.
- Working with a large network of volunteers and organisations in four local government areas.
- Assisting the development of projects that provide training, employment and marketing opportunities for artists and communities from culturally and linguistically diverse backgrounds.
- Working within limited resources, time management and maintaining a sustainable base of core financial support through state and local government sources.

ESSENTIAL CRITERIA

- Excellent oral and written communication skills.
- Experience in arts or cultural planning that includes consultative processes.
- Experience in community cultural development theory and/or practice.
- A background in the arts or strong knowledge of the arts industry.
- Experience in arts project and program development and delivery.
- Broad knowledge of arts funding sources and experience in applying for funding.
- An understanding of local government.
- Experience working with volunteer-based or community organisations.
- Preparedness/willingness to live in the region.
- Proficiency in the use of word processing, e-mail and the Internet.
- Ability to prioritise workloads and work flexible hours.
- A current driver's license and the capacity to travel extensively.

DESIRABLE CRITERIA.

- Tertiary qualifications relevant to the position.
- Experience in arts administration and financial management (or in a related field).
- Experience with the development and marketing of arts or community projects.
- Experience working with artists and/or cultural production.
- Knowledge of the Orana Region and/or surrounding local government areas.
- Experience in desktop publishing programs

DUTIES:

Working in accordance with the aims and objectives of Regional Arts NSW and within the framework of the Central Orana Regional Arts Steering Committee, the Regional Arts Development officer will work to:

1. Deliver projects and initiatives as defined through the Orana Arts Inc Strategic Plan, and tasks arising through the day to day operations of Orana Arts.
2. Maintain an operational office and facilities in a location to be negotiated and determined through the Orana Arts Board.
3. Support the Orana Arts Board and act as Executive Officer to the Board.

4. Research the region in relation to social, cultural, economic and political trends that may influence arts and cultural development and that will inform the planning processes for the Regional Arts Board.
5. Maintain Memoranda of Understanding with contributing local councils to include agreed levels of service delivery.
6. Assist contributing councils in developing frameworks and policies that assist communities in the expression and development of local and regional cultural identities.
7. Generate funding applications for core operations, regional projects and programs guided by the Board and within capacity in relation to the strategic plan.
8. Prepare operating budgets, work plans and quarterly reports in relation to the strategic plan.
9. Establish and maintain a regular program of field visits to each of the contributing local council areas to advise and assist arts, cultural and community groups in initiating and/or developing activities or projects which:
 - encourage active participation,
 - promote education and employment opportunities,
 - express the region's diverse identity, and,
 - deal with themes and issues relevant to the different communities within the region.
10. Undertake and facilitate, or cause to be undertaken and facilitated, 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.
11. Further develop an effective communications network to ensure that information is disseminated to artists, arts councils, other arts, cultural and community groups and local government bodies in the region in partnership with the Regional Arts Publicity and Project Officer.
12. Attend meetings of Orana Arts quarterly, and executive meetings on an as-needs basis and prepare business papers, minutes and resulting correspondence.
13. Report to the contributing councils, attend meetings if required and provide an Annual Report as per the Memorandum of Understanding with each council documenting the agreed services delivered to each local government area.
14. Encourage consultation and collaboration between the Regional Arts Board, local arts councils, local government bodies and other arts, cultural and community groups.
15. Advocate regional issues to key stakeholders in the Orana Region and at a state level to funding authorities and state government agencies and departments.
16. Facilitate opportunities for greater regional management of projects and regional determination of arts and cultural programs and services.
17. Attend RANSW Regional Arts Development Officer face-to-face meetings (approx 4 per year) and teleconferences (approx 3 per year).
18. Where appropriate contribute to the research, development and implementation of state and national projects generated through Regional Arts NSW.
19. Carry out such additional tasks as may reasonably be required by Regional Arts NSW or the Orana Arts Board.

APPLICATIONS:

DEADLINE FOR APPLICATIONS:

Friday 11th February 2005

Applications should be addressed to:

RADO Position,
Orana Arts Inc.
PO Box 271
Gilgandra
2827
NSW

- 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**.