



REGIONAL ARTS DEVELOPMENT / EXECUTIVE OFFICER Position Description

POSITION: Part Time (3 Days per week). This is a limited maternity leave replacement contract from Monday 30th July to Friday 30th November 2007.

SALARY: Negotiable with the board of South West Arts, + the legislative rate of Superannuation and Workers Compensation and 17.5 % leave loading.

LOCATION: Based in Hay or Deniliquin, NSW

SUMMARY OF POSITION:

As Executive Officer, the incumbent will undertake and ensure sound and secure management of South West Arts on behalf of the board in the areas of financial management, 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. The Executive Officer will facilitate the development of projects and promoting arts and community cultural development in the South West region of New South Wales. The region comprises the local government areas of Balranald, Berrigan, Carrathool, Conargo, Deniliquin Murrumbidgee, Murray, Jerilderie, Hay, and Wakool. This position will be based in Hay.

The Executive Officer will ensure all internal office processes are maintained by undertaking a minimum of one day per week at the Hay office. A vehicle, mobile phone and laptop will be provided to carry out the position.

The successful applicant will oversee the delivery of projects within the current work plan in refection of the 2007/9 South West Arts Business Plan in collaboration with the Project Officer and Finance/Admin Officer.

BACKGROUND

South West Arts is one of 13 locally driven Regional Arts Boards across NSW, and is funded by Arts NSW and the ten local government areas of the South West.

South West Arts acts as a key resource in assisting to build creative communities and has been operating within the region for almost 23 years. The organization strives to build arts and cultural capacity in the region through social and economic development as detailed within the 2007/9 Business Plan. (available upon request)

The South West Arts main office is based in Hay, NSW. It has a satellite office in Deniliquin.

ORGANISATIONAL RELATIONSHIPS:

Responsible and reports to:

South West Arts Executive of the full 10 member board and membership, Local Government and funding bodies.

Liaison/networking:

The Regional Arts Development/ Executive Officer works closely with (and manages) the staff of South West Arts including the Regional Arts Development Project Officer, Finance and Administration Officer, together with the full South West Arts Inc. Regional 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 Regional Arts Development Executive Officer will liaise regularly with Local Government bodies, local arts councils, Regional Arts NSW, funding bodies and the communities of the South West region.

FREEDOM TO ACT:

The Executive Officer works closely with the South West Arts Executive on strategic and policy matters and works autonomously, and manage the organization 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 South West Arts Executive.

DUTIES:

Working in accordance with the aims and objectives of the South West Arts Inc. 2007/9 Business Plan, 2007 Work Plan, the Regional Arts Board and within the network of Regional Arts NSW, the Executive Officer will work:

- In the capacity of Executive Officer to the South West Arts Board.
- To give priority to the management 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 as detailed within the work plan.
- 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; , being familiar with arts activities throughout the Region, particularly those originating from within the membership of the organization.
- foster co-operation between local community arts groups in the Region involved in cultural development.
- To encourage consultation and collaboration between the board, local arts councils, local government bodies and other community groups.
- 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;
- To manage staff including Regional Arts Development Project Officer and the Administration and Finance Officer
- Human Resource Management including recruitment and training of new staff if and when required.

- To develop agendas and discussion papers for quarterly board meetings.
- Manage mechanics of organisation including vehicles, insurance, accounts and maintain internal office procedures, including telephone and computer duties; correspondence in and out.
- Oversee South West Arts projects including budget and planning
- To send quarterly reports to the contributing councils
- Manage funding applications and properly acquit all approved grants in pursuance of the objectives of the Organisation;
- Assist the regional arts development project officer prepare and edit publications issued by the Organisation;
- represent the organisation within the South West region;
- generally promote the Organisation and cultural activities and opportunities that relate to the Region;
- operate within the Annual Budget and pledge the credit of the Organisation only to the extent of the relevant item within the Annual Budget;
- in consultation with the finance officer prepare and issue invoices and make due provision for the receipt of all monies paid to the organisation
- present to the Board as and when required, and at all Board meetings, written reports with respect to the activities of the Organisation;
- carry out such additional tasks as may reasonably be requested by the full board.

South West Arts Inc regional funding partners are the shires of; Balranald, Berrigan, Carrathool, Conargo, Deniliquin Murrumbidgee, Murray, Jerliderie, Hay, and Wakool.