

## Position Description

# Executive Assistant



### Background

Regional Arts NSW (formerly The Arts Council of NSW) was formed over 55 years ago and restructured in the late nineties to reflect a new role of advocating and promoting *regionally determined* arts and cultural development. The restructure established a city-based Secretariat with a Board comprising Directors from each of the affiliated regions.

Thirteen Regional Arts Boards (RABs) have now been established around the state and are growing in strength and capacity to undertake Regional Arts Programs and to determine and respond 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 shape 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 regional arts and cultural development.

Pivotal to the success of the Regional Arts Boards has been the maintenance and expansion of a network of Regional Arts Development Officer (RADO) 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, funding and management services.

The RANSW Secretariat has provided extensive support for the growth and development of the Regional Arts Board network through its provision of professional capacity building services in policy development, governance procedures, advocacy and lobbying support for the negotiation of federal, state and local funding, management support for recruitment of regional staff, financial management, insurance packages and fleet management.

RANSW plays a significant role in state-wide communications and promotions that is unique to this network. The monthly e-Bulletin and journal *Artreach* provide substantial opportunities for regional arts and cultural development to maintain and enhance a strong state and national profile. Additional to these tools, the highly regarded RANSW website provides increasing communications and promotions for RANSW's programs, projects and services and also communicates the changing nature of the NSW rural, regional and remote landscape through its coverage of the 13 regions.

The RANSW Audience Development Program has gained significant status over recent years with its investment in regionally specific audience development programs that focus on the strengths of regional arts development as a catalyst for growth. The program enlists energetic partnerships that generate highly creative initiatives for increasing access and participation in the arts in regional areas. Covering such areas as measuring the arts, valuing the arts, creative industry development, cultural tourism and audience development for specific media based companies, the program has achieved national and international acclaim for the initiatives being undertaken.

One of RANSW's most valuable programs is the Country Arts Support Program (CASP), a small grants scheme devolved from the NSW Ministry for the Arts. As the state agency for NSW in the Regional Arts Australia network, RANSW undertakes the administration of the Regional Arts Fund, an initiative of the Department of Communications, Information Technology and the Arts. Planned research projects include the research and publication of year books, or similar advocacy and information tools for both CASP and the Regional Arts Fund.

More information about the Regional Arts NSW programs and services is available on the website at [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au).

## Summary of position

The Executive Assistant will support the Chief Executive Officer in her work as a member of the Regional Arts NSW team. The position encompasses three broad areas:

- Research and Policy Writing using the RANSW templates
- Planning and co-ordination support
- Project scoping, planning and development support.

## Terms of contract

A salary pro rata of \$55,567 per annum is offered for this 3 day per week position, including superannuation (for 3 days this is a package of \$33,340 gross for 6 months).

### 1. Organisational relationships

The Executive Assistant has an important role both internally within RANSW and externally to facilitate the CEO's work;

**a. Internal:** Responsible to the Chief Executive Officer. Internally, the Executive Assistant, when necessary will liaise with the :

- CEO,
- RANSW Chair and Board,
- Business and Finance Manager,
- Administrative Support Officer, and,
- Other members of staff as needed.

**b. External – Liaison/networking:** Externally the position, when necessary, liaises with:

- Regional Arts Development Officers,
- Regional Arts Boards,
- State-based network organisations or government departments,
- National funding bodies and network organisations.

### 2. Accountability

The position holder works closely with the CEO but will also need to demonstrate initiative and work independently where required.

### 3. Duties

Assist the Chief Executive Officer with:

- 3.1 Identifying and collating research data as necessary.
- 3.2 Writing policy based on existing data.
- 3.3 Conducting brief scoping studies through the network.
- 3.4 Supporting project research and rationale development.
- 3.5 Assisting the development of planning processes for the Board and co-ordinating planning activities.
- 3.6 Contacting individuals and organisations on behalf of the CEO, and,
- 3.7 Coordinating functions and activities when necessary.

### 4. Essential Criteria

- 4.1 High level knowledge of the arts and arts funding sources.
- 4.2 Senior high level written and oral communication skills.
- 4.3 High level research skills: data collection and analysis.
- 4.4 Good collaborative and consultative management practices.
- 4.5 Good knowledge of standard computer programs and systems.
- 4.6 Ability to prioritise workloads and work as part of a team.

### 5. Desirable Knowledge, Skills and Abilities

- 5.1 Knowledge of governance procedures for not-for-profit organisations.
- 5.2 Knowledge of regional NSW and regional issues
- 5.3 Driver's licence.

## Applications

The deadline for applications is **5pm, Monday 17<sup>th</sup> July 2006**.

- Applicants are invited to submit applications that address the **Essential Criteria** and provide details of relevant experience and training with reference to **Desirable Knowledge Skills and Abilities**.
- Please provide a copy of your **Curriculum Vitae**.
- Please nominate **2 referees**.
- **Immediate start preferred**.
- Send applications marked 'CONFIDENTIAL' to:

Victoria Keighery  
Chief Executive Officer  
Regional Arts NSW  
Pier 5 Hickson Road  
Millers Point NSW 2000