



REGIONAL ARTS PROJECT OFFICER

South West Arts Regional Arts Development Program

Position Description

SUMMARY OF POSITION:

The Regional Arts Project Officer for the South West Arts Inc. region is a position that requires an innovative, flexible and energetic approach towards the continued development of the regions rich and vibrant cultural life.

The Regional Arts Project Officer will be responsible for facilitating the development and delivery of key projects within the South West Arts 2007-9 Business Plan. The position also involves the promotion of 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.

The Regional Arts Project Officer works closely with the Regional Arts Development / Executive Officer and the South West Arts Inc. Regional Arts Board, as an advocate for community cultural development. This involves providing advice and assistance to community, arts and cultural groups and artists in the region. The Regional Arts Project Officer will liaise regularly with Local Government bodies, local arts councils, Regional Arts NSW, funding bodies and the communities of the South West region.

This is an exciting hands-on opportunity to immerse yourself in the cultural life of the South West!

BACKGROUND OF SOUTH WEST ARTS INC.

South West Arts Regional Arts Board has been operating for almost twenty-three years in the South West of New South Wales. The organisation has grown and expanded greatly during this time and contributed greatly to the life of the ten shires' and their people. The 10 member volunteer board supports the team of staff that includes an executive officer, projects officer and finance/admin officer.

South West Arts is utilised as a key resource in assisting to build creative communities. The organisation strives to build arts and cultural capacity in the region through social and economic development strategies. South West Arts Inc is one of 13 not-for profit regional arts boards across New South Wales.

The South West Arts main office is based in Hay, NSW. Hay is a vibrant, rural township within the Riverina, and boasts five unique museums, including the Australian Shearer's Hall of fame, and has developed a tradition of attracting arts and development professionals to live and work in the town. (<http://www.visithay.com.au/>). The organisation has recently established an office in Deniliquin as well.

CURRENT PROJECTS:

The Regional Arts Project Officer will be involved with (but not limited to) the following projects during 2008:

- Creative Volunteering Workshops
- National Gallery of Australia-Art in a suitcase Tour
- RAW Dance Company skill workshops
- 'Hats off to Rural Women' workshop series
- South West Cultural Gathering
- In the Bin Youth Film Festival
- Co-Opera tour Assistance
- South West Arts Website development
- The Long Paddock Public Art project Assistance
- Deniliquin Ute Muster-Artist in Residence Assistance
- Hothouse Theatre Tour assistance

KEY RESPONSIBILITIES/DUTIES:

Under the direction of the Regional Arts Development Executive Officer, the Regional Arts Project Officers responsibilities/duties will include:

- ◆ Implement and evaluate strategies set out in the South West Arts Business Plan 07-09
- ◆ Promote arts and cultural activities and the value of these initiatives across the region.
- ◆ Work with communities to develop, implement and promote their arts/cultural projects.
- ◆ Work with a large network of volunteers and organisations in arts & cultural development across ten shires to achieve their goals.
- ◆ Research and promote arts & cultural funding programs/assistance to organisations and shires across the SWA region.
- ◆ Be an advocate for South West Arts Inc. and the arts/culture industry.
- ◆ Give priority to the development of projects which encourage arts professionals working with members of communities to integrate the arts into their lives and to build on mutual skills, appreciation and respect;
- ◆ Foster co-operation between local community arts groups in the Region.
- ◆ Develop & implement marketing initiatives for the arts and South West Arts Inc.
- ◆ Travel throughout the region to assist communities and complete projects.
- ◆ Present written and oral reports as requested for the South West Arts Board, Regional Arts NSW, funding bodies and Councils.
- ◆ Assist with funding applications and the acquittal of project grant funds.
- ◆ Develop and manage project budgets.
- ◆ Assisting in the general operation of the South West Arts office.

The Project Officer will assist the other South West Arts staff with activities as required, or as directed by the Regional Arts Development Executive Officer & South West Arts Board

When fulfilling all duties the Project Officer will be expected to work in accordance with the aims and objectives of the South West Arts Inc. Program and the Regional Arts Board and within the network of Regional Arts NSW.

CONDITIONS OF EMPLOYMENT

Position:	Regional Arts Project Officer –Full time
Tenure:	March 2008 – March 2009 A probation period of 3 months applies – ongoing employment will be subject to a satisfactory performance review at the end of the initial 3 month period. This position will most likely extend beyond March 2009, however this is dependent upon ongoing funding from Arts NSW.
Hours of work:	37.5 hours per week, no overtime will be paid but time in lieu will be negotiated. Flexible working week
Location:	Main South West Arts Office located in Hay NSW & subsidiary office in Deniliquin NSW
Salary:	\$30,000 - \$35,000 gross pa plus superannuation (currently 9%)
Annual Leave Loading:	17.5%
Bonuses:	Negotiable pending successful annual performance reviews
Vehicle:	A vehicle will be provided with private use allowed (amount of private use negotiable on appointment)
Travel:	Travel within the South West Arts region will be necessary
Supervisor:	Regional Arts Development Executive Officer
Reporting to:	Regional Arts Development Executive Officer & South West Arts Board

Commencement Date: As soon as possible after February 28, 2008

FURTHER INFORMATION:

Information about the NSW Regional Arts Network is available on www.regionalartsnsw.com.au

For specific information about the position please contact Executive Officer/regional Arts Development Officer: Nina O'Brien-Hehir at South West Arts on Ph: 02 6993 2010, Mobile: 0428 886 438 or Email: rado@southwestarts.com.au .

Please note the new South West Arts website is under construction.

SELECTION CRITERIA

ESSENTIAL CRITERIA:

- ◆ Tertiary qualifications relevant to the position or appropriate experience.
- ◆ Excellent oral and written communication and interpersonal skills.
- ◆ Strong organisational and coordination skills.
- ◆ Capacity to work independently but also as part of a team.
- ◆ Passion for the arts, cultural development and/or community development.
- ◆ Interest in the development and marketing of arts/culture in regional communities.
- ◆ Interest in working with volunteers, volunteer-based or community organisations.
- ◆ Familiarity with MS Office, e-mail and the Internet.
- ◆ Ability to prioritise workloads and work flexible hours.
- ◆ An unencumbered driver's license and willingness to travel within the region.

DESIRABLE CRITERIA:

- An understanding of Local Government.
- Experience in writing and /or developing funding applications
- Demonstrated strategic thinking and planning skills, for the purpose of:
 - * Facilitating the development of projects for proponents e.g. community art/cultural groups, art councils, local government etc.
 - * developing and implementing strategies for South West Arts in accordance with the Business plan and the promotion of arts in the region
 - * researching, sourcing & applying for funding
- Knowledge of arts/cultural funding sources and programs
- Experience in cultural and/or community development.
- Experience working with artists and/or cultural production.
- Willingness to gain knowledge of the South West Arts Inc. region.

APPLICATION PROCESS:

Applicants are requested to submit a proposal that makes specific reference to:

1. **Essential Criteria** and provide details of relevant experience and training with reference to **Desirable Criteria**.
2. A current copy of your **Curriculum Vitae**.
3. Names and contact details of **3 referees**.

Applications not addressing the above criteria will be ineligible.

Interviews will be undertaken in Hay during the week of 18th February 2008.

Applications should be mailed or emailed by **5pm Monday 8th February 2008 to:**

Airlie Circuit
Chairperson
South West Arts Inc
PO Box 95, Hay NSW 2711
Nina O'Brien-Hehir rado@southwestarts.com.au