



POSITION: Full Time
Regional Arts Projects Officer
South West Arts Inc.
Regional Arts Development Program

SALARY: \$40,000 – 45,000 dependent upon experience + the legislative rate of Superannuation and Workers Compensation and 17.5 % leave loading. Use of the South West Arts Regional Development Program vehicle.

SUMMARY OF POSITION

The Projects Officer will be responsible for facilitating 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 Officer will also be jointly responsible (With the Regional Arts Development Executive Officer) for maintaining internal office process.

This position is full time.

BACKGROUND

South West Arts has been operating for almost twenty-three years. South West Arts has grown and expanded greatly during this time and contributed greatly to the life of the ten shire's and their people South West Arts service throughout the region.

South West Arts is 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 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/>).

ORGANISATIONAL RELATIONSHIPS:

a. Responsible to:

Regional Arts Development Executive Officer

b. Reports:

Through the Regional Arts Development Officer to the South West Arts Inc. - Regional Arts Board.

c. Liaison/networking

The Projects 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 and provides advice and assistance to community, arts and cultural groups and artists in the region. The Regional Arts Projects Officer will liaise regularly with the Regional Arts Development Executive

Officer, Local Government bodies, local arts councils, Regional Arts NSW, funding bodies and the communities of the South West region.

The Projects Officer will liaise with representatives of the media, in order to promote and enhance the lifestyle and culture of the region.

FREEDOM TO ACT

The position holder works closely with the Regional Arts Development Executive Officer on strategic and policy matters and may work autonomously on a day to day operational basis. The Project Officer is expected to operate within an agreed program budget and must seek approval for variations from the Regional Arts Development Executive Officer.

KEY RESPONSIBILITIES

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

Challenges facing the Project Officer will include:

- ◆ Continuing to develop a framework for consultative work practices that lead to sustainable arts development in the region
- ◆ Developing, implementing and promoting arts and cultural activities and initiatives in the region
- ◆ Working with a large network of volunteers and organisations across seven shires and a diverse range of people
- ◆ Working with Regional Arts Development Executive Officer in the implementation of Local Government Cultural Plans.
- ◆ Working in association with the Regional Arts Development Executive Officer Arts Inc to continue to develop and implement an appropriate South West marketing and communications strategy.
- ◆ Maximizing support and developing partnerships with our regional communities.
- ◆ Maximizing support and developing partnerships with our regional media.
- ◆ Supporting and maintaining current program of projects.
- ◆ Working with and supporting communities generating any project.
- ◆ Producing a tri-monthly newsletter and a fortnightly weekly e-bulletin and updating of the SWA website.
- ◆ Traveling throughout the region.
- ◆ Maintaining internal office process whilst lending support to the Regional Arts Development Executive Officer

ESSENTIAL CRITERIA:

- Tertiary qualifications relevant to the position or appropriate experience.
- Excellent oral and written communication and interpersonal skills.

- Strong organisational and coordination skills.
- Interest and experience in arts or cultural planning that includes consultative processes.
- Interest and experience in community cultural development practice.
- Interest in the development and marketing of arts and/or community initiatives.
- An ability to gain a broad knowledge of arts funding sources and experience in applying for funding.
- An understanding of Local Government.
- Interest in working with volunteers, volunteer-based or community organisations.
- Familiarity with MS Office, e-mail and the Internet.
- Keyboard skills and typing accuracy.
- Ability to prioritise workloads and work flexible hours.
- An unencumbered driver's license and the capacity to travel extensively.

DESIRABLE CRITERIA:

- 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.

DUTIES:

Working 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, the Projects Officer will:

- recognise the importance of volunteers to regional arts and cultural development and assist those volunteers, and in particular the members of the organisation to achieve their goals;
- become familiar with arts activities throughout the Region, particularly those originating from within the membership of the organisation;
- give priority to the development 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;
- 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;
- foster co-operation between local community arts groups in the Region involved in cultural development;
- 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;
- maintain internal office procedures, including telephone and computer duties; correspondence in and out.
- assist with funding applications and properly acquit all approved grants in pursuance of the objectives of the Organisation;
- prepare and revise 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 Regional Arts Development Executive Officer and finance officer prepare and issue invoices and make due provision for the receipt of all monies paid to the Organisation
- through the Regional Arts Development Executive Officer present to the Board as and when required, and at all Board meetings, written reports with respect to the activities of the Organisation;
- through the Regional Arts Development Executive Officer present to the Board, as and when required, an Annual Report with respect to the activities and achievements of the Organisation in the previous financial year and present this report to the Organisation's members and local government bodies at the Annual General Meeting.
- carry out such additional tasks as may reasonably be required by the Regional Arts Development Officer and the Board.

APPLICATIONS:

DEADLINE FOR APPLICATIONS:

Monday 27 February 2006

Applications should be addressed as 'Confidential' to:

Airlie Circuit
Co-Chair
South West Arts Inc
PO Box 95, Hay 2711
New South Wales

- 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**.
- Information about the Regional Arts Network is available on www.regionalartsnsw.com.au
- For more information about the position please contact Nina O'Brien at South West Arts ~ Southern Office. Phone: 03 58826 249 / Mobile: 0428 886 438.



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