



REGIONAL ARTS DEVELOPMENT OFFICER

Position Description

POSITION:

Full time (37.5 flexible hour working week)

SALARY:

\$50,000-\$55,000 pending skills & experience (Negotiable with the board of South West Arts), plus car, superannuation, workers compensation and 17.5 % leave loading.

LOCATION:

South West Arts has offices in Deniliquin and Hay, NSW. Currently the main office is in Deniliquin.

OVERVIEW:

South West Arts is one of 13 locally driven Regional Arts Boards across NSW and is funded by Arts NSW and the nine local government areas of the South West. Visit www.southwestarts.com.au for further details about the organisation.

South West Arts acts as a key resource in assisting to build creative communities and has been operating within the region for almost 25 years. The organization strives to build arts and cultural capacity in the region through social and economic development as detailed within the 2007/9, and the 2010-12 Business Plan. (available upon request)

Ideally the successful applicant will be dynamic, highly motivated, have established arts networks and be highly experienced in community arts/cultural development. An excellent knowledge of arts industries and arts education would be advantageous.

There should be demonstrated ability to work with broad cross sections of individuals and groups. The position is fairly autonomous so the person must be able to work independently. Experience in working in a regional context would be an advantage, as well as an ability to initiate and facilitate projects that assist communities throughout the region to develop and express a 'sense of place'.

SUMMARY OF POSITION:

The Regional Arts Development Officer (RADO) will facilitate the development of projects and initiatives to promote 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, Hay, and Wakool.

As Regional Arts Development Officer, the incumbent will undertake and ensure sound management of South West Arts on behalf of the board. The Regional Arts Development Officer will be provided with a vehicle, mobile phone and laptop to carry out duties associated with the position. The RADO reports to the Chair and Board of South West Arts.

The Regional Arts Development Officer manages, and works closely with the staff of South West Arts including the Regional Arts Project Officer and relevant contractors such as the Bookkeeper and project administrators. The position works together with the South West Arts Board as an advocate for community cultural development and to provide advice and assistance to community, arts and cultural groups and artists in the region. The Regional Arts Development Officer will liaise regularly with Local Government bodies, local arts councils, Arts NSW, Regional Arts NSW, other funding bodies and the communities of the South West region.

DUTIES:

As the South West Arts operational manager the Regional Arts Development Officer's (RADO) primary responsibilities are to manage the development, implementation and ongoing activities of the South West Arts Triennial and Annual Business Plans (2007-2009 Plan and the newly developed 2010-2012 Plan). This includes all facets of planning, organisation, governance, staff supervision, evaluation and reporting.

The RADO will ensure that the South West Arts identified objectives and outcomes, as defined in the current Business Plan 2007-2009 and 2010-2012 Triennial Plan are achieved in an effective, timely and cost efficient manner.

The following details provide an outline of these responsibilities, which are expected to be undertaken to the highest standard and with the utmost integrity.

Triennial Plan and Annual Business Plan:

- Provide leadership in the development and implementation of the Boards Triennial and annual business plans to ensure the Board's responsibility to Regional Arts NSW is met and the regions stakeholders, arts/cultural activities are incorporated.
- Plan, facilitate and undertake the implementation of the South West Arts Triennial and annual business plans in a timely and effective manner, utilizing the Board's resources and the support of stakeholders and relevant organizations.
- Undertake ongoing assessment of the Boards Triennial and annual business plan activities and evaluate performance to ensure maximum results are achieved.

South West Arts Board:

- Develop agendas, minutes, financial/operational reports, and organise board meetings.
- As per the South West Arts Constitution act as the Public Officer and abide by the duties of this role.
- Maintain communication with the South West Arts members to ensure they are versed on the activities and legal responsibilities of South West Arts.
- Ensure South West Arts maintains good governance through the continual evaluation, management and updating of the South West Arts Policies & Procedures.
- To send quarterly reports to the contributing councils and undertake annual presentations where required.

- Manage the marketing & promotion of South West Arts, its programs and other services/funding that may be of value to stakeholders, members (eg website & newsletters) and community groups.
- Carry out additional tasks as may reasonably be requested by the full board

Financial Management:

- Ensure accountable financial process are used to record the expenditure & receipt of funds.
- Coordinate the generation of income & expenditure of South West Arts funds within the agreed budget as determined by the funding body (Regional Arts NSW) and the South West Arts Board.
- Manage the financials including sourcing funding, coordinating audits and submitting the Annual Statement for the Department of Fair Trading.
- Manage funding applications and acquit all approved grants in pursuance of the objectives of the relevant funding contract and South West Arts.
- Coordinate human resource management activities including staff/contractor/volunteer management, recruitment, induction, professional development and annual performance reviews.
- Manage the day to day activities of the organization such as (but not limited to) vehicle leasing, insurance, internal office procedures & equipment maintenance.

Arts & Cultural Activities:

- Oversee the financial (preparation of budgets) and operational 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 South West Arts Business Plans.
- Keep up to date with trends and developments in the arts/cultural sector generally, with the view to assisting in the implementation of new and innovative projects across the region.
- Source and distribute information about funding & services to South West Arts members, local Arts Councils, artists, community groups and local government bodies in the Region.
- Be familiar with arts activities and infrastructure available to support arts/cultural activities throughout the South West Region and neighbouring regions.
- To foster co-operation between local community arts groups in the region involved in cultural development.
- To 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;
- Represent and generally promote art/cultural product/activities and opportunities that relate to the region.

SOUTH WEST ARTS REGIONAL ARTS DEVELOPMENT OFFICER ~ POSITION CRITERIA

All applicants must address the essential and desirable criteria.

ESSENTIAL CRITERIA:

1. Demonstrated capacity to be highly self-motivated and work in a dynamic manner to a deadline.
2. Demonstrated understanding of arts and cultural planning and the capacity to develop and implement arts/cultural strategies.
3. Demonstrated experience in managing a small team in a not-for-profit arts, cultural or similar environment with a voluntary Board of Management.
4. A broad knowledge of funding sources with demonstrated success in applying for funding.
5. Demonstrated project and event management skills.
6. Excellent oral and written communication skills.
7. Demonstrated experience in the preparation and management of budgets and financial statements.
8. Proven ability to establish and/or maintain strategic partnerships with a diverse range of stakeholders including government (Local & State), community organizations, arts/cultural organisations and individuals.
9. Ability to prioritise, work flexible hours and travel around the region.
10. A current driver's license

DESIRABLE KNOWLEDGE, SKILLS AND ABILITY:

1. Experience of working in a regional context and/or understanding of issues affecting arts and cultural development in a rural and regional context.
2. Relevant tertiary qualifications and /or commensurate experience in the field and/or recognized achievement in one or more area of the arts.
3. Arts marketing and media relations skills.
4. Experience in working with indigenous communities
5. Experience working with artists and/or cultural production.
6. Willingness to gain knowledge of the South West region.

Application Process:

Please send your cover letter, Curriculum Vitae and response to the Position Criteria (Pge4) via post to:

Lani Houston
Chairperson ~ South West Arts
PO Box 378, Deniliquin 2710

Or via email to: eo@southwestarts.com.au

Closing Date:

Friday 7th August 2009 @ 5pm.

Further information:

Enquiries regarding the position may be directed to:

Lani Houston
Chairperson ~ South West Arts
Ph: 0408 932 161 or racc@racc.org.au

Nina O'Brien-Hehir
Regional Arts Development Officer
Ph: 03 5881 7749 / 0428 886 438 or eo@southwestarts.com.au

General information regarding the organization may be located on the South West Arts website at www.southwestarts.com.au including the current Business Plan, current 2009 projects and the draft 2010-12 Business Plan. Visit www.regionalartsnsw.com.au for further information regard the Regional Arts Board Network throughout NSW.