



Position Description Central West Aboriginal Arts Development Officer

Arts OutWest, the Regional Arts Board for the Central West region of New South Wales, in partnership with Orana Arts, is seeking a full-time Central West Aboriginal Arts Development Officer.

Summary of Position

This new position aims to support the development and sustainability of a vibrant Aboriginal arts and crafts industry in the Central West and Orana regions of NSW. It is a regional approach to setting up a program that supports, maximises the potential and raises the profile of a range of current arts hubs and emerging activities in Aboriginal communities, identifies new areas in need of infrastructure support, coordinates training and professional development opportunities and facilitates and promotes networking and exchange of skills and resources between Indigenous communities, both within the region and more broadly throughout the state.

The Central West Aboriginal Arts Development Officer (CWAADO) will be provided with a mentor to assist in their development. Subject to funding the CWAADO may also have a trainee attached to them to extend the skills and knowledge. The CWAADO will be expected to move throughout the region, but will have office space provided in Bathurst and Dubbo.

Period of Employment

The position is initially offered as a one year contract commencing in July 2010 or as soon as possible. The contract may be extended subject to funding. The position is funded by the Department of Environment, Water, Heritage and the Arts (DEWHA) through the NACIS and ICS programs.

Salary

The salary range is \$43,000 to \$48,000 per annum, plus super, dependent on experience and qualifications. Holidays are included and a vehicle and running costs will be provided.

Essential Criteria

- Experience working with Aboriginal people and their communities
- Experience in and knowledge of the arts industry
- Project management skills and experience
- Effective communication skills, including verbal and written skills appropriate to a range of settings, reporting, documenting and computer skills
- Ability to work independently while taking direction from Executive Officer and Advisory Group
- Current drivers licence

Desirable Criteria

- Aboriginality
- Knowledge of business operation
- Relevant qualifications (arts, business)
- Knowledge of arts in the Central West region of New South Wales
- Knowledge of other support services

Duties

- Meet with Aboriginal artists, arts practitioners and cultural organisations in their communities to identify their professional and creative needs and potential
- Scope existing Aboriginal arts activity in the Central West region
- Liaise with business and financial development partners (Business Enterprise Centre, Centacare) to implement a program of skills development resulting in Aboriginal artists being able to operate as sole traders or small businesses
- Develop and deliver a program of artform support and development
- Build partnerships with organisations in order to provide more opportunities, places to showcase work and commercial selling opportunities for Aboriginal arts
- Organise and project manage events to showcase Aboriginal arts in the Central West
- Establish links outside the region for commercial activity and cultural exchange

Reporting

- Responsible to the Executive Officer of Arts OutWest, and through this relationship, to the Board of Arts OutWest
- Report to Advisory Group
- Need to communicate with and respond to Orana Arts
- Need to document work and report using performance indicators to major funding bodies, in particular the Department of Environment, Water, Heritage and the Arts

Application process

Applicants must submit a written application **addressing the selection criteria** and demonstrating how your experience is relevant to the position and its selection criteria. A brief **current CV** should also be submitted. The names and contact details of **two referees** should be included.

Shortlisted candidates will be asked to attend an interview in Bathurst.

Send applications to:

Email: tcallinan@csu.edu.au
Mail: Regional Arts Development Officer
Arts OutWest
PO Box 8272
CSU LPO
Bathurst NSW 2795

Applications must be received by **5pm, Thursday 22 July**

More information: 02 6338 4657 or artsoutwest@csu.edu.au. www.artsoutwest.org.au