



Applications are invited for the following positions with Outback Arts Inc.

Regional Arts Development Officer (RADO) Full time

Position requirements:

- Have demonstrated ability in financial management & business administration, including budget development and management
- Demonstrated experience in strategic planning and management
- Understanding of community cultural development theory and/or practice
- Demonstrated ability to develop and manage arts and cultural programs/projects
- Driver's licence and ability to travel extensively

Communications, Administration and Promotions Officer (CAPO) 3 days per week

Position requirements:

- Excellent oral, organisational and written communication skills
- Demonstrated ability to conceptualise and write articles, media releases and prepare media packages for print and electronic media
- Demonstrated experience in MS Office Suite applications, desktop publishing, database management, web site management and knowledge of social media applications
- Understand writing funding applications, acquittals and reporting and similar administrative processes

All positions will be based in the Coonamble office. They require a passion for art and culture in the Outback Arts region, comprised of the Shires of Bourke, Cobar, Coonamble, Warren and Walgett. The ability to work flexible hours is also highly desirable. Applicants can obtain the full position description and information package from the Outback Arts Office, by calling 6822 2484 Mon-Wed, or by accessing www.outbackarts.com.au. Completed applications should be marked "Confidential" and addressed to The Chairperson, Outback Arts Chair, PO Box 24, Coonamble, 2829.

Applications close 4pm Wednesday 13th October, 2010