



## **SUMMARY OF POSITION:**

### **Regional Arts Development Officer: Western Riverina Arts Inc**

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Western Riverina Arts is seeking an experienced arts and cultural development officer to implement its arts and cultural development program across the region.

The role of Western Riverina Arts is to promote, facilitate, educate and advocate for arts and cultural development for the communities of the western Riverina of New South Wales. The organisation is new and the successful applicant will be the inaugural RADO for the region. Although significant work has been undertaken by member councils and the steering committee, the inaugural RADO will be responsible for ensuring the establishment of organisational systems and developing new networks across the region. Western Riverina Arts is funded through the NSW State government's Arts NSW and the contributing Local Government Authorities in the region.

The role encompasses the Executive Officer position at Western Riverina Arts Inc.

Working in a small team and answering to the Board of Management, the RADO is responsible to the Western Riverina Arts Board for the day-to-day management of the organisation including:

- Develop and manage a comprehensive strategic plan for the development of arts and cultural activities across the Western Riverina region
- Develop and maintain effective communication and working relationships with contributing local government authorities
- Broker and facilitate partnerships and provide support and advice to artists and arts organisations
- Manage all administrative and operational functions of the organisation including finance, personnel, programs, promotion and governance.

Western Riverina Arts is funded by Griffith, Leeton & Narrandera LGAS and Arts NSW.



## APPLICATIONS:

Applications marked 'confidential' should be addressed to:

Julie Briggs  
Chairperson  
C/- Leeton Shire Council  
23-25 Chelmsford Place, LEETON NSW 2705

Or by email to: [westrivarts@gmail.com](mailto:westrivarts@gmail.com)

Applications must be received by COB **Friday November 19, 2010.**

Applications are invited for the above position and should address the selection criteria below and include your current CV and the names of two referees.

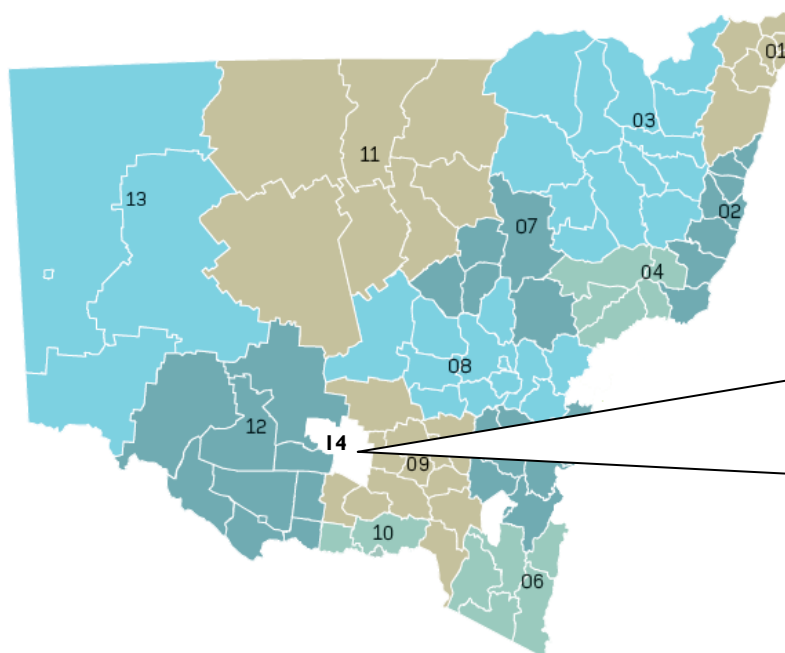
## TERMS OF CONTRACT

This is a full-time position with a salary package of up to \$65,000 including superannuation and vehicle. Conditions and entitlements are set out in the Contract of Employment.

## LOCATION

The Western Riverina Arts RADO will be based in Leeton and the RADO is expected to travel extensively throughout the region (comprising local government areas of Griffith, Leeton & Narrandera).

## GEOGRAPHICAL CONTEXT OF THE REGION



*Left: Regional Arts Board Representation across NSW- the proposed WR RAB is represented as region 14.*

*Below: Region 14 Detail*



## ESSENTIAL CRITERIA:

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1. Demonstrated high self-motivation and ability to work to a deadline
2. Proven ability and capacity to establish and maintain arts and cultural networks
3. Demonstrated understanding of arts and cultural planning and development
4. Demonstrated capacity to develop and implement arts and cultural strategy
5. Demonstrated experience in managing a small team in a not-for-profit arts, cultural or similar environment
6. Broad knowledge of arts and related funding sources with demonstrated success in applying for funding
7. Demonstrated project and event management skills
8. Excellent oral and written communication skills
9. Demonstrated experience in the preparation and management of budgets and financial statements
10. Proven ability to develop and maintain strategic partnerships with a diverse range of stakeholders including local government, community organisations and individuals
11. Ability to work autonomously and to act as a leader for the organisation and the region as appropriate
12. Ability to prioritise and work flexible hours
13. A driver's license and the capacity to travel extensively.

## DESIRABLE KNOWLEDGE SKILLS AND ABILITIES

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 recognised achievement in one or more area of the arts
3. Arts marketing and media relations skills.
4. Experience working with artists and/or cultural production
5. Willingness to gain knowledge of the Western Riverina Arts area

## FURTHER INFORMATION

Further information on this position may be obtained by contacting:

Kim Biggs- Project Manager

Phone: (0427) 933 278

Or by email: [westrivarts@gmail.com](mailto:westrivarts@gmail.com)



## **POSITION DESCRIPTION**

**Position :** Regional Arts Development Officer/ Executive Officer

**Reports to:** Board of Directors through the Chair

### **ORGANISATIONAL RELATIONSHIPS:**

The RADO operates in both an internal and external environment.

#### Internal:

- Responsible and reports to the Western Riverina Arts Board.
- Supervises and directs casual staff, work placements and volunteers

#### External Liaison & Networking

Externally the position liaises with:

- Regional Arts NSW
- Local Government bodies
- State and federal government funding agencies including Arts NSW and Australia Council
- Local arts councils and arts and cultural organizations
- The RADOs/EOs of the NSW regional arts network
- Peer regional organisations including tourism, regional development, health and education bodies.

### **FREEDOM TO ACT:**

The position holder works closely with the Western Riverina Arts Regional Arts Board and Regional Arts NSW on strategic and policy matters and works autonomously on a day to day operational basis. The RADO is expected to operate within an agreed program budget and must seek approval for variations from the Western Riverina Arts Board.

### **KEY RESPONSIBILITIES:**

1. Provide sound administration and financial management of Western Riverina Arts including the management of all administrative and operational functions of the organisation including finance, personnel and communications.
2. Develop, manage and deliver services for the development of arts and cultural activities across the region in accordance with the strategic plan.
3. Develop and maintain effective communication and working relationships with contributing local government authorities contributing to the program.
4. Broker and facilitate partnerships and provide support and advice to artists and arts organisations.
5. Prepare, develop and funding submissions and acquittals in order to sustain and develop funding for Western Riverina Arts programs.



## ACCOUNTABILITY:

The RADO reports to the Chair of the Board of Western Riverina Arts and in accordance with the Strategic Plan.

### Summary of Western Riverina Arts Goals 2011-13

During May 2010 the Steering Committee, member Local Government Bodies and key stakeholders of Western Riverina Arts identified the following goals that are designed to meet the needs of Western Riverina Arts stakeholders whilst creating a robust and sustainable organisation that will serve the region's communities for many years to come. The program is designed around building a sound foundation for the new organisation that will ensure the creation of appropriate structures and resources whilst developing a high visibility within the communities the RAB services.

The new organisation focuses on strengthening internal sustainability in order to deliver high quality, well-focused service in the long term.

### Key Result Area and Goal Overview

Key Result Area	Goals
Growing Artistic & Cultural Avenues	<ol style="list-style-type: none"><li>1. To provide pathways for the development of the regions artists, creative communities and local government cultural aspirations</li></ol>
Audience Development & Access	<ol style="list-style-type: none"><li>1. Be an effective facilitator for broadening, deepening and diversifying audiences.</li><li>2. Have effective strategies for increasing exposure to and recognition of cultural experiences.</li></ol>
Partnerships, Planning & Advocacy	<ol style="list-style-type: none"><li>1. Be an effective advocate for regional cultural development with the capacity to build and maintain strategic networks.</li><li>2. Have the ability to prioritise areas of need and plan effectively.</li></ol>
Profile	<ol style="list-style-type: none"><li>1. Be recognised as leaders of arts and cultural development in the region and across New South Wales</li><li>2. Undertake an effective communications strategy and a recognisable brand</li></ol>
Governance & Operations	<ol style="list-style-type: none"><li>1. Undertake effective corporate governance.</li><li>2. Be a proactive organisation with effective review processes and a strong vision for the future.</li><li>3. Be an enthusiastic and diverse organisation that actively engages with its member councils.</li></ol>



## **DUTIES:**

### **1. Governance & Operations**

#### **1.1 Governance**

- Provide advice to the Board of Directors on matters relating to the strategic management of Western Riverina Arts including planning, policy development, implementation of approved programs, financial and human resource management practices and organisational performance
- Organise Board meetings and prepare agendas and papers in consultation with the Chair
- Provide appropriate, timely, relevant and accurate reporting to the Board on all matters pertaining to the management of Western Riverina Arts
- Present to the Board, an Annual Report with respect to the activities, achievements, finances and liabilities of the Organisation in the previous financial year and forward this report to the Organisation's members, local arts groups and local government bodies in the Region and to such other organisations as the Board may from time to time determine;

#### **1.2 Operational Management**

- Within the Board's direction and approved policies and plans, manage the operations of Western Riverina Arts in order to facilitate arts and cultural development in the area of NSW covered by the participating local government authorities
- Undertake and ensure sound and secure management of the organisation on behalf of the Board in the areas of financial management, procurement, appointment/management of staff, promotion and representation of the organisation in all matters specified by the Board
- Prepare and revise publications issued by the Organisation;

#### **1.3 Policy and Planning**

- Develop, document, carry out and review operational policies relating to the management and operations of Western Riverina Arts in consultation with the Board.
- Assist the board to develop, document and review governance policies relating to the governance responsibilities of the board of Western Riverina Arts.
- Prepare and implement an annual program and staff work plans in accordance with the Western Riverina Arts Business Plan and relevant funding agreements
- Ensure that the Western Riverina Arts Business Plan is implemented in a timely manner and that it is regularly reviewed and updated

#### **1.4 Personnel Management**

- Within the structure approved by the Board, ensure effective management of staff resources, including recruitment and selection, training and development and performance management
- Oversee and direct staff employed by Western Riverina Arts and its contractors to ensure that Western Riverina Arts is achieving its objectives, as documented in the Business Plan.
- Ensure adherence to all current workplace based legislation
- Deal with industrial disputes within Western Riverina Arts within the terms of existing

awards and conditions of employment relating to employees of Western Riverina Arts;



## **1.5 Financial Management**

- Manage, in consultation with the Treasurer, the Organisation's finances to ensure adequate means of recording and monitoring all income and expenditure that satisfies the Organisation's legal obligations in respect of annual reporting requirements;
- Develop, in consultation with the Treasurer, for the Board's adoption, a budget for the year's operational activities and project and report against the budget quarterly
- Present to the Board as and when required, and at all Board meetings, written progress reports with respect to the activities, finances and liabilities of the Organisation;
- Operate within the Annual Budget and pledge the credit of the Organisation only to the extent of the relevant item within the Annual Budget.
- Operate within the agreed financial limitations as set out in the organisational Finance Policy
- Requisition plant, stores and equipment and make payments in respect of the Organisation's liabilities as and when they fall due; prepare and issue invoices and make due provision for the receipt of all monies paid to the Organisation
- Operate a Corporate Card in accordance with the agreed budget for provision of services
- Prepare and submit funding submissions in order to meet the requirements of funding bodies for core operational funding and, additionally for project funding, to maximise opportunities arts and cultural development in the Western Riverina Arts area
- Prepare and submit acquittals for funding received and utilised by Western Riverina Arts
- Submit, within the prescribed timeframe, all appropriate financial records for audit to the Board's appointed auditor and ensure that Audit is completed in time for the organisation's Annual General Meeting

## **1.6 Professional Development**

- 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;

## **1.7 Risk Management**

- Undertake risk management (identification, mitigation and reporting as per agreed Risk Policy) as a daily workplace consideration; particularly with regard to project, programs and events that involve staff and the public.
- Immediately inform the Board of any request by a member, a local arts group, a local government body or any other local organisation or group within the Region for you to do any act or thing which you regard as being inconsistent with the aims of the Organisation;



## **2. Programs**

### **2.1 Advice and Assistance**

- Support, encourage and promote activities, facilities and resources in the Region relative to arts and cultural development, and advise and assist the community in initiating and/or developing activities and projects
- Assist with the formation and development of new arts groups/organisations in the Region where appropriate
- Advise and assist arts organisations and groups with the preparation of funding submissions where required

### **2.2 Project Development**

- 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;
- Manage and coordinate projects and initiatives that address the goals of the Organisation as set out in the Organisation's Mission Statement, Primary Roles and Key Performance Indicators,
- Liaise with local, state and federal government agencies in the development of arts related projects that are of benefit to the Western Riverina Arts Region

### **2.3 Skills Development**

- Increase the capacity of regional residents to undertake activities in arts and cultural disciplines through arranging, advising on, providing and/or facilitating workshops and group learning opportunities
- Promote education and employment opportunities in arts related occupations throughout the region

### **1.4 Cultural Networks/**

- Foster co-operation between local community arts groups in the Region involved in cultural development;
- Encourage active participation in arts and cultural activities

### **2.5 Response to Cultural diversity**

- Maintain links with Indigenous and Cultural and Linguistically Diverse (CALD) artists living and working within the region and promote their work inside and outside the region
- Express the Region's diverse identity and promote themes and issues relevant to the different communities within the Region.



### **3. Marketing, Communication and Advocacy**

#### **3.1 Communication/ Access to information**

- Communicate relevant information relating to arts and cultural activities within the region in a professional and timely manner, generally through Western Riverina Arts' electronic and print publications
- Develop and maintain networks of interested arts and cultural practitioners and audiences to maximise the opportunities for arts development that become available through Western Riverina Arts

#### **3.2 Marketing**

- In consultation with the Board, develop and implement marketing strategies that enhance the arts and cultural life of the region, as agreed and outlined in the Communication Plan.
- Publicise the activities of Western Riverina Arts to relevant stakeholders in a timely an appropriate manner to ensure maximum participation in arts related activities

#### **3.3 Advocacy for arts and cultural development**

- Recognise the importance of volunteers to regional arts development and assist those volunteers, and in particular the members of the organisation to achieve their goals;
- In association with the Board, advocate for community cultural development in the Western Riverina Arts area in all relevant forums
- In consultation with the Chair, represent Western Riverina Arts on relevant Boards and Committees in the Western Riverina Arts area.
- Monitor all current marketing activities to ensure maximum value is obtained from the marketing strategies that are currently being implemented and make recommendations to the Board for improvements to the marketing strategies

### **4. General**

- Carry out such additional tasks as may reasonably be required by the Board, which are within the skills and accountabilities of the Regional Arts Development Officer/Executive Officer.

Applicants are encouraged to request a copy of the 2011-2012 Business Plan, further ensuring a full understanding of the organisational aims and objectives, context of the region and expectations of the inaugural RADO.