



Regional Arts Development Officer, Orana Arts Incorporated – Job Application Package

@ What does Orana Arts do?

Orana Arts work to develop vibrant communities through arts and cultural activities. Our services cover three key areas:

- @ communications
- @ advice and support, and
- @ partnership projects.

The key priority service areas are youth, seniors and Aboriginal arts and culture. Orana Arts cover five local government areas in western inland NSW being Dubbo, Gilgandra, Mid-Western, Narromine and Warrumbungle.

Orana Arts work at local and regional levels to deliver vital partnership projects into our rural and remote communities. Our projects are divided up into categories which describe the service area, for example [learning and development](#) which provides access to low cost workshops and development opportunities. Orana Arts also offer [school holiday programs](#): unique educational opportunities in arts and culture for school aged children early childhood sector. You can find out about our partnerships through the education sector via the [In-Schools](#) programs encompassing delivery of programs in partnership with the Western Plains Cultural Centre to 29 schools across the region. Finally, our [regional artists initiatives](#) provide targeted opportunities for the up-skilling of artists and development of the creative industries which also encompass specific Aboriginal Arts and Culture initiatives. We also host two grant programs, the [Culture Bus program](#) and [Country Arts Support Program](#). For a complete list of projects for 2011, please visit our [website](#).

@ About the region:

Situated in western inland New South Wales, the Orana Arts region is characterised by a series of major inland highways and rail links which pass through the major communities in the region, with two high-traffic commercial airports. The region's major centres are Dubbo and Mudgee, with many settlements, towns and villages scattered across the region. All major communities have active arts councils or progress associations, contributing significantly to the growth of arts across the area.

The major employer in the region is agriculture, followed by retail, education and health sectors, with mining and aged care also on the increase. Tourism-related activity is also very active employer and source of income to the region. Local Government plays a key role in the Orana Arts region and are major employers in the region, particular within the smaller communities. They ensure the delivery of key infrastructure, cultural and community services.

The region is home to 85,841 people. There are over 250 active and recognised visual, literary, film, digital, music and design practitioners and arts related organisations. The natural environment showcases the best aspects of the ancient landscape of western New South Wales, highlights including the spectacular Warrumbungle and Wollemi National Parks. The major river systems passing through the area are the Castlereagh and Macquarie. There is a significant Aboriginal history and population in the region, and the area is home to the Wiradjuri, Wailwan and Gamillori/Kamilaroi nations. The 'compatriots' (32%) is the largest travel group of holidaymakers to the area, followed by the 'wanderers' (19%) and the 'pompadors' (18%). (Source: National Visitor Survey, YE Jun 10, Tourism Research Australia (TRA)). There are 51 arts and cultural groups, with 37 commercial, exhibition spaces and regional galleries, growing constantly. The region also offers 109 venues, a major regional [theatre and convention centre](#), the [Western Plains Cultural Centre](#) and is serviced by three regional library organisations. (Source: Arts Business Directory 2010-11). For more information about where to go and

what to do when you're a visitor or resident in this area, please visit the [Dubbo](#), [Mudgee Region](#) and [Warrumbungle Region](#) tourism websites.

Background to Regional Arts NSW

Regional Arts NSW is the peak body for regional arts activity in NSW. Based in Sydney, it provides a range of services and represents a state-wide network of Regional Arts Boards (RABs) in the key areas of: Advocacy, Capacity building, Communications and Support. The Chair and CEO of Regional Arts NSW represent the state on the board of the national body, [Regional Arts Australia](#). Regional Arts NSW is non-profit organisation with its Board made up of representatives of the Regional Arts Boards (RABs) plus up to five co-opted Directors. It receives funding to deliver its projects from the NSW Government through Arts NSW and the Australian Government through the Regional Arts Fund. For further information visit [the website](#).

POSITION DESCRIPTION

POSITION: Regional Arts Development Officer

LOCATION: Currently the position is based at Coo-ee Heritage Centre, Newell Highway, Gilgandra.

Shared office facilities are available with the Regional Arts Project and Promotions Officer. Please note the position's future location within the region is open to negotiation by the successful applicant with the Chairperson and board.

SALARY: \$55,831 based on 5 day week (37.5 hours), reviewed yearly based on annual performance review. Plus 9% superannuation, leave loading, provision of motor vehicle and costs of maintenance, including private use.

Summary of position: The Regional Arts Development Officer; in partnership with the Orana Arts Board will be responsible for facilitating and promoting arts and community cultural development in the Orana Arts region of New South Wales, as defined in the current Strategic Plan. At present, the region has been defined as comprising the local government areas of Dubbo, Gilgandra, Mid Western Regional, Narromine and Warrumbungle. The Regional Arts Development Officer also assumes the role and responsibility as Executive Officer to the Board of Orana Arts Inc.

Organisational Relationships:

Responsible to: Primarily to the Chairperson, and more broadly the board of Orana Arts

Reports to: the Board of Orana Arts, Regional Arts NSW and Arts NSW.

Responsible for:

- Regional Arts Project and Promotions Officer
- Additional project staff as required (currently 2 casual staff)
- Up to 22 contract artists per year

Liaison / networking: The Regional Arts Development Officer works closely with the Orana Arts Board as an advocate for arts and cultural development in the region and provides advice and assistance to community, arts and cultural groups and artists. The position is in regular contact with over 30 partners including Regional Arts NSW, local and state government, local arts councils and arts and cultural groups, incorporated organisations, businesses, funding bodies, and other Regional Arts Development Officers in the RANSW network.

Freedom to Act: The position holder works closely with the Orana Arts Board and Regional Arts NSW on strategic and policy matters and works autonomously on a day-to-day operational basis. The RADO will operate within an agreed program budget, current Strategic Plan, relevant Orana Arts Inc Policies. and Constitution. The RADO must seek approval for variations to the budget and Strategic Plan from the Chairperson and Treasurer of Orana Arts Inc.

Terms of Contract:

Conditions and entitlements are set out in the Contract of Employment. Applicants shortlisted for interview will be expected to undertake a NSW Working with Children Check and, if successful undergo a National Criminal History Record Check prior to finalising a formal offer of employment.

Objectives:

For the RADO position, an innovative and flexible approach is required to further develop the foundation for regional arts development in the region. A summary of roles for the Regional Arts Development Officer include:

- Delivery and development of the Orana Arts Strategic Plan and associated region wide projects for the region, in partnership with the board and other staff.
- Further development of a framework for consultative work practices that lead to sustainable arts development in the region.
- Ensuring that local government bodies, arts councils and other community and arts groups in the region are adequately represented and serviced
- Working with a large network of volunteers and organisations in five local government areas.
- Assisting the development of projects that provide training, employment and marketing opportunities for artists and communities from culturally and linguistically diverse backgrounds.
- Working within limited resources, time management and maintaining a sustainable base of core financial support through state and local government sources.

Duties:

Working in accordance with the Orana Arts Strategic Plan and aims and objectives:

1. Deliver projects and initiatives as defined through the Orana Arts Inc Strategic Plan, and tasks arising through the day to day operations of Orana Arts.
2. Maintain an operational office and facilities in a location to be negotiated and determined through the Orana Arts Inc Board.
3. Support the Orana Arts Inc Board and act as Executive Officer to the Board.
4. Research the region in relation to social, cultural, economic and political trends that may influence arts and cultural development and that will inform the planning processes for the Regional Arts Board.
5. Maintain Memorandum of Understanding with contributing local councils to include agreed levels of service delivery.
6. Assist contributing councils in developing frameworks and policies that assist communities in the expression and development of local and regional cultural identities.
7. Generate funding applications for core operations, regional projects and programs guided by the Board and within capacity in relation to the strategic plan.
8. Prepare operating budgets, work plans and quarterly reports in relation to the strategic plan in coordination with the RAPPO, Chairperson & Finance Manager.
9. Establish and maintain a regular program of field visits to each of the contributing local council areas to advise and assist arts, cultural and community groups in initiating and/or developing activities or projects which:
 - encourage active participation,
 - promote education and employment opportunities,
 - express the region's diverse identity, and
 - deal with themes and issues relevant to the different communities within the region.
10. Undertake and facilitate, or cause to be undertaken and facilitated, marketing planning for the Regional Arts Board that includes the activities and events of arts and cultural groups in the regions and promotes the programs and projects of the region.

11. Further develop an effective communications network to ensure that information is disseminated to artists, arts councils, other arts, cultural and community groups and local government bodies in the region in partnership with the Regional Arts Promotions and Project Officer.
12. Coordinate & attend meetings of Orana Arts Inc quarterly, and Executive Meetings on an as-needs basis and prepare business papers, minutes and resulting correspondence.
13. Report to the contributing councils, attend meetings if required and provide an Annual Report as per the Memorandum of Understanding with each council documenting the agreed services delivered to each local government area.
14. Encourage consultation and collaboration between the Regional Arts Board, local arts councils, local government bodies and other arts, cultural and community groups.
15. Advocate regional issues to key stakeholders in the Orana Region and at a state level to funding authorities and state government agencies and departments.
16. Facilitate opportunities for greater regional management of projects and regional determination of arts and cultural programs and services.
17. Attend RANSW Regional Arts Development Officer face-to-face meetings (approx 3 per year) and teleconferences as required.
18. Where appropriate contribute to the research, development and implementation of state and national projects generated through Regional Arts NSW.
19. Carry out such additional tasks as may reasonably be required by Regional Arts NSW, Arts NSW or the Orana Arts Inc Board.
20. Oversee the development of the Arts Business Directory and annual report in consultation with the RAPPO
21. Oversee and sign cheques/create invoices and provide monthly reconciliation to Orana Arts Finance Manager in accordance with budget.
22. Ensure Orana Arts Inc insurances are up to date and provide detailed information for Finance Manager to conduct Audited accounts

Selection Criteria:

- Qualifications or equivalent experience in arts production, administration/management, or education in an appropriate sector area.
- Excellent interpersonal, oral and written communication skills.
- Strong industry networks throughout the sector.
- Experience in project design, development and delivery.
- Knowledge of arts funding sources and experience in applying for funding.
- Proficiency in the use of computer applications including Microsoft Office package and internet explorer.
- Ability to prioritise workloads, manage and undertake concurrent projects.
- A current driver's license and willingness to travel.
- Willingness to undertake a NSW Working with Children Check and a National Criminal History Record Check.

Applications close Friday, 18 March 2011.

Applications should address the selection criteria and include your current CV and the names with contact details of two referees. **Please send applications (marked confidential) to:** Orana Arts, PO Box 271 Gilgandra NSW 2827. Or send your application via email to rado@oranaarts.com

For further information, please contact Merryn Spencer on 02 6817 8704 or Chairperson Jen Shearing on 0417 271 089.