



SUMMARY OF POSITION:

Regional Arts Development Officer/CEO : Arts Upper Hunter Inc

Arts Upper Hunter Inc is seeking an experienced arts and cultural development officer to implement its arts and cultural development program across the region.

Position: Full time (37.5 flexible hour working week).

Salary: \$55,000 - \$60,000 pa plus superannuation and a car with a maximum 15000Kms/year for personal use.

Location: AUH has offices in Scone and Dungog, the RADO is currently located in Dungog. Office location negotiable with successful applicant.

Closing: Applications close COB Wednesday 9 March 2011.

Vision

Arts Upper Hunter 's vision is to grow the spiritual and economic health of the rural communities of Dungog, Gloucester, Muswellbrook, Singleton and the Upper Hunter through championing creative expression in partnerships with community and government.

Overview of Region

Arts Upper Hunter is one of the youngest regional arts boards in the network, established in 2003. We cover the geographic region that wraps around the Barrington Tops and includes the local government of Upper Hunter, Muswellbrook, Singleton, Dungog and Gloucester. The Board started with the Upper Hunter and Muswellbrook councils followed by Singleton Gloucester and finally Dungog which joined in June 2008.

The Hunter is a region steeped in recent history ie. post colonisation settled early and rich in natural resources. It's history reflects changes wrought by industry. The arts have been in effect an underground movement subsumed by commerce and productivity. Artists work predominately in isolation and have begun to collect in pockets around soft and hard infrastructure, such as the Upper Hunter Conservatorium in Muswellbrook and the Gloucester Gallery. Change in demographic, in particular in Gloucester and Dungog, with an influx of 'tree changers' is also effecting expectations of cultural activity. Music and the visual arts are the stronger forms of expression based in a tradition that is connected to rural shows and parades. The framework of the Arts Councils and the CWA are fading leaving a gap that as yet is to be filled. The younger generations are showing interest in film and the more transportable and immediate mediums. Cultural diversity is connected more to work

and relationship to the environment than to ethnicity, this creates an opportunity for further exploration.

For an overview of the role of Arts Upper Hunter and our stakeholders please view www.artsupperhunter.com.au.

Position Requirements

The role of Arts Upper Hunter is to promote, facilitate, educate and advocate for arts and cultural development for the communities of the Upper Hunter region of New South Wales. Arts Upper Hunter encompasses the local government areas of Upper Hunter, Muswellbrook, Singleton, Dungog and Gloucester.

The RADO will be responsible for the management of the office, staff and operational activities and will report to the Board. Main duties will include:

- Developing and maintaining effective communication and working relationships with Arts Upper Hunter's primary stakeholders; Arts NSW, the contributing councils, community arts organisations, the community.
- Providing support, advice and professional development opportunities for Arts Upper Hunter's cultural organisations and groups, and artists.
- Developing and implementing regional arts and cultural projects that service the primary stakeholders through the delivery of the Arts Upper Hunter Business Plan
- Seeking funding for the implementation of regional arts projects
- Managing all day to day administrative and operational functions of the organisation including finance, personnel and governance.

Essential Criteria:

Ability to work autonomously and to act as a leader for the organisation and the region as appropriate

1. Demonstrated self-motivation
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. Demonstrated ability to manage time and meet deadlines.
9. Excellent oral and written communication skills
10. Demonstrated experience in the preparation and management of budgets and financial statements
11. Proven ability to develop and maintain strategic partnerships with a diverse range of stakeholders including local government, community organisations and individuals

12. Ability to prioritise and work flexible hours
13. A current valid driver's license and enjoys travelling.

Desirable Criteria:

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

Applications

Applications marked 'confidential' should be addressed to:

Janice Hanicar

Acting Chair

Arts Upper Hunter

And emailed to:

j.hanicar@optusnet.com.au

Applications must be received by COB **Wednesday 9 March, 2011.**

Applications should address the selection criteria and include your current CV and the names with contact details of two referees.

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 finalizing a formal offer of employment.