



## REGIONAL ARTS DEVELOPMENT OFFICER

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### SUMMARY OF POSITION:

Eastern Riverina Arts Program, a non-profit regional arts board, is looking for an experienced arts manager to implement its cultural development program across the region. The applicant must have a demonstrated knowledge of community cultural development and arts and regional development funding agencies. Working in a small team and answering to the Board of Management, the main duties include:

- Develop and manage a comprehensive strategy for the development of arts and cultural activities across the 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 and communications.

At present the region comprises the local government areas of Coolamon, Cootamundra, Harden, Lockhart, Temora, Tumbarumba, Urana, Wagga Wagga and Young. The office is based in Wagga Wagga and the officer is expected to travel extensively throughout the region. A fully maintained vehicle is provided.

### APPLICATIONS:

Applications should be addressed to:

**Ray Goodlass**  
**Chairperson**  
**Eastern Riverina Arts Program**  
**7/71 Johnston Street**  
**WAGGA WAGGA 2650**

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

Applications must be received by COB **Friday 9 May, 2008**.

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

### TERMS OF CONTRACT

The position commands a salary of \$45,000 per annum (neg) plus superannuation and is a full time position. In addition a fully maintained car is provided. The position is seen as a long term commitment by ERAP, however, as with all regional arts board positions, it is subject to review every three years following funding announcements by Arts NSW.

**ESSENTIAL CRITERIA:**

1. Demonstrated experience in managing a small team in a not-for-profit arts, cultural or similar environment.
2. Demonstrated project and event management skills.
3. Excellent oral and written communication skills.
4. Demonstrated experience in the preparation and management of budgets and financial statements.
5. Broad knowledge of arts and related funding sources with demonstrated success in applying for funding.
6. An understanding of arts or cultural planning.
7. Proven ability to develop and maintain strategic partnerships with a diverse range of stakeholders including local government and community organizations.
8. Experience working with volunteers, volunteer-based or community organizations.
9. An unencumbered driver's license and the capacity to travel extensively.

**DESIRABLE KNOWLEDGE SKILLS AND ABILITY**

1. 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.
3. Arts marketing and media relations skills.
4. Experience working with artists and/or cultural production.
5. Willingness to gain knowledge of the Eastern Riverina region.
6. Ability to prioritise and work flexible hours.

## **REGIONAL ARTS DEVELOPMENT OFFICER POSITION DESCRIPTION**

### **ORGANISATIONAL RELATIONSHIPS:**

**The RADO operates in both an internal and external environment.**

#### **Internal:**

- Responsible and reports to the ERAP Regional Arts Board.
- Supervises and directs the Regional Arts Support Officer (full time position), 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
- Kindred organizations including tourism, regional development, health and education bodies.

### **FREEDOM TO ACT:**

The position holder works closely with the ERAP 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 ERAP Regional Arts Board.

### **KEY RESPONSIBILITIES:**

1. Provide sound administration and financial management of ERAP 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 ERAP programs.

## **DUTIES:**

Reports to the Chair of the Board of ERAP and in accordance with the Strategic Plan.

### **1.1 Governance**

- Provide advice to the Board of Directors on matters relating to the strategic management of ERAP 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 ERAP.
- 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 ERAP 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 and review policies relating to the management and operations of ERAP in consultation with the Board and submit for the Board's approval
- Prepare and implement an annual program and action plans in accordance with the ERAP strategic plan and relevant funding agreements
- Ensure that the ERAP strategic 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 ERAP and its contractors to ensure that ERAP is achieving its objectives.
- Ensure adherence to all current Occupational Health and Safety legislation.
- Deal with industrial disputes within ERAP within the terms of existing awards and conditions of employment relating to employees of ERAP.

### **1.5 Financial Management**

- Manage, in consultation with the Board, 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 Chair, 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
- 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
- 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 ERAP area
- Prepare and submit acquittals for funding received and utilised by ERAP
- 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**

- 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 and Strategic plan.
- Liaise with local, state and federal government agencies in the development of arts related projects that are of benefit to the ERAP 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

### **2.4 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 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 timely manner, generally through ERAP's 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 ERAP.

#### **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 annual action plan.
- Publicise the activities of ERAP to relevant stakeholders in a timely and 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 ERAP area in all relevant forums
- In consultation with the Chair, represent ERAP on relevant Boards and Committees in the ERAP 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, that are within the skills and accountabilities of the Regional Arts Development Officer.